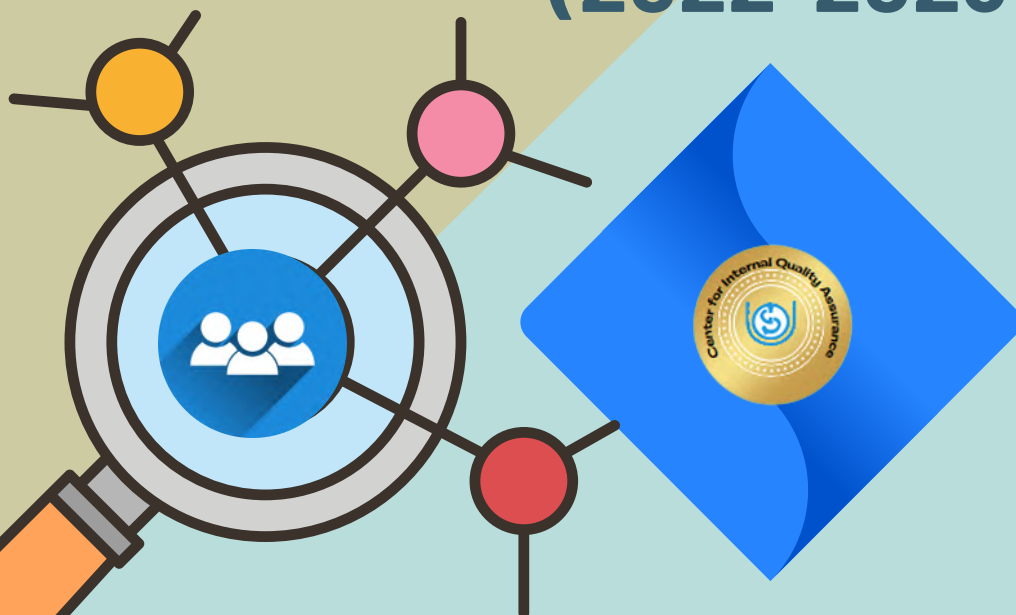


TRANSPARENCY AUDIT: ENHANCING COMPLIANCE WITH SECTION 4 OF THE RIGHT TO INFORMATION ACT

at

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(2022-2023)**



Centre for Internal Quality Assurance
Indira Gandhi National Open University
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VICE- CHANCELLOR'S MESSAGE

The Transparency Audit conducted for the Indira Gandhi National Open University proved to be an extremely beneficial exercise for the institution. It provided an opportunity for the university to prioritize transparency and accountability in all its functions. The audit aimed to evaluate the university's existing policies, practices, and procedures and identify areas of improvement to strengthen its transparency and governance standards. The university's willingness to undergo this audit demonstrates its commitment to providing a fair and honest academic environment for its students and stakeholders.

Overall, the attainment of 740 out of 785 marks underscores a significant milestone in our educational journey, reaffirming our commitment to academic excellence and continuous advancement. The achievement that has been accomplished is a testament to the unwavering dedication, tireless effort, and exceptional proficiency demonstrated by the members of the Committee, who were under the guidance of the Centre for Internal Quality Assurance of the University. They worked diligently and meticulously, leaving no stone unturned, to collect, compile, and disclose the information on the IGNOU website. Their hard work and attention to detail have paid off in the form of this remarkable accomplishment.

In addition, the impressive outcome we achieved is a testament to the collective efforts of all stakeholders involved, including the teachers, academics, and non-teaching staff. I want to commend each and every one of them for their hard work and contribution to this achievement.



(Prof. Nageshwar Rao)

Vice-Chancellor



1. BACKGROUND

In the realm of governance and public accountability, transparency stands as a cornerstone principle, essential for fostering trust, enabling citizen participation, and ensuring effective decision-making. Embedded within this ethos is the Right to Information Act (RTI), a legislative tool designed to empower citizens by granting them access to information held by public authorities. Amidst this landscape of transparency and accountability, the Transparency Audit of Disclosures under Section 4 of the Right to Information Act by Public Authorities, A Report Submitted to Central Information Commission New Delhi in November 2018, by A.N. Tiwari & M.M. Ansari, emerges as a seminal work. The Transparency Audit of Disclosures under Section 4 of the Right to Information Act by Public Authorities delves into the critical assessment of governmental adherence to Section 4 mandates of the RTI Act. This section mandates proactive disclosure of information by public authorities to facilitate greater transparency and reduce the need for citizens to file formal RTI requests.

Against the backdrop of India's evolving democratic framework and the imperative for governmental transparency, the Indira Gandhi National Open University (IGNOU) sets the stage for a comprehensive exploration of the RTI Act's implementation and efficacy. As an institution committed to open learning and inclusive education, IGNOU exemplifies the values of accessibility and dissemination of knowledge, making it a fitting platform for examining the intricacies of information disclosure and accountability within public authorities.

2. INTRODUCTION TO TRANSPARENCY AUDIT

2.1 Understanding Transparency Audit: Transparency audit is a systematic review process designed to assess the extent to which organizations comply with disclosure requirements mandated by legislation such as the Right to Information Act (RTI Act). It evaluates the proactive disclosure practices of public authorities and promotes transparency and accountability in governance.

2.2 Importance of Transparency in Governance: Transparency is essential for fostering public trust, promoting accountability, and combating corruption in public institutions. It empowers citizens to access information, participate in decision-making processes, and hold authorities accountable for their actions.

2.3 Role of Right to Information Act (RTI) in Promoting Transparency: The RTI Act, enacted in 2005, empowers citizens to seek information from public authorities and mandates proactive disclosure of certain categories of information under Section 4. It serves as a catalyst for promoting transparency, accountability, and good governance.

2.4 Objectives of Transparency Audit: The primary objectives of transparency audit include:

- Assessing compliance with disclosure requirements under Section 4 of the RTI Act.
- Identifying gaps and deficiencies in disclosure practices.

- Promoting best practices and strategies to enhance transparency and accountability.
- Strengthening the culture of openness and proactive disclosure within organizations.

3. OVERVIEW OF THE RIGHT TO INFORMATION ACT

3.1 Evolution and Background of the RTI Act: The RTI Act marks a significant milestone in India's democratic framework, empowering citizens to exercise their right to information and hold public authorities accountable. It reflects the government's commitment to transparency, accountability, and participatory governance.

3.2 Key Provisions of the RTI Act: The RTI Act provides citizens with the right to access information held by public authorities, subject to certain exemptions and restrictions. It mandates proactive disclosure of information under Section 4 and establishes mechanisms for filing and processing RTI applications.

3.3 Significance of Section 4: Proactive Disclosure Section 4 of the RTI Act requires public authorities to proactively disclose certain categories of information to the public. It aims to reduce the need for citizens to file RTI applications and promote greater transparency and accountability in government functioning.

3.4 Scope and Coverage of Section 4 Disclosures: Section 4 disclosures encompass a wide range of information, including organizational details, functions, powers, budget allocation, policies, and initiatives. Public authorities are required to maintain and disseminate this information through various channels to ensure accessibility and transparency.

4. INDIRA GANDHI NATIONAL OPEN UNIVERSITY: A PROFILE

4.1 Introduction to IGNOU: The Indira Gandhi National Open University (IGNOU) the world's largest Open University in terms of enrollment was founded in 1985 by an Act of Parliament. It has emerged as a premier institution of open, distance and online education, established with the objective of democratizing higher education and reaching out to marginalized sections of society. The University has been accredited with A++ by the National Assessment and Accreditation Council in 2021.

4.2 Mission, Vision, and Values: IGNOU's mission is to provide inclusive and equitable access to quality education through distance learning mode. Its vision is to become a global leader in open and distance learning, promoting lifelong learning and sustainable development.

4.3 Organizational Structure and Functions: IGNOU operates through a decentralized organizational structure, comprising 21 Schools, 12 Divisions, 10 Centres, 5 Units/ Cells at its Headquarters at New Delhi; 69 Regional Centres located in all the States of the country; around 2000 Learner Support Centres at Higher Education Institutions across India; and 25 Overseas Study Centres in 16 countries. It offers a diverse range of academic programs at the doctoral, post-graduate, undergraduate, diploma and certificate levels.

4.4 Legal Framework Governing IGNOU's Operations: IGNOU operates under the provisions of the IGNOU Act, 1985, and is directly functioning under the Ministry of Education, Government of India. The University adheres to the regulations, guidelines/ policies issued by the University Grants Commission (UGC) and other apex bodies of the country to ensure transparency, accountability, and quality assurance.

5. COMPLIANCE WITH SECTION 4: DISCLOSURE REQUIREMENTS

5.1 Understanding Section 4 of the RTI Act: Section 4 of the RTI Act mandates public authorities, including IGNOU, to proactively disclose certain categories of information to the public. It promotes transparency, accountability, and citizen engagement by facilitating access to information related to the organization's functioning and decision-making processes.

5.2 Mandatory Disclosures as per Section 4: The RTI Act specifies various categories of information that public authorities must disclose under Section 4. These include organizational structure, functions, powers, budget allocation, expenditure details, procurement policies, RTI contact details, and other relevant information.

5.3 Categories of Information to be Disclosed: IGNOU is required to disclose information related to its organizational setup, academic programs, admission procedures, examination processes, research activities, financial statements, infrastructure facilities, and initiatives for inclusive education and social inclusion.

6. PLANNING AND PREPARATION FOR TRANSPARENCY AUDIT

Effective planning and preparation are crucial for ensuring a successful transparency audit process. It involves establishing clear objectives, engaging stakeholders, identifying key areas for review, and allocating resources effectively.

6.1 Establishment of a Committee for Transparency Audit: IGNOU had taken proactive steps by establishing a dedicated Transparency Audit Committee. This committee comprised representatives from various departments and stakeholders within the university which was headed by the Director, Centre for Internal Quality Assurance. The primary role of this committee was to oversee the entire audit process, including coordinating activities, reviewing compliance efforts, and ensuring the timely reporting of findings.

6.2 Identification of Disclosures and Information Sources: The Committee at IGNOU diligently identified the categories of information that needed to be disclosed under Section 4 of the guidelines. Furthermore, they meticulously determined the sources from which this information could be obtained. This process involved collaboration with different departments, units, and Regional Centres of IGNOU to ensure comprehensive coverage of all required disclosures.

6.3 Development of Compliance Strategies: IGNOU developed comprehensive strategies and action plans to ensure compliance with the disclosure requirements outlined in Section 4. These strategies encompassed various initiatives, including internal assessments, updating disclosure mechanisms, enhancing transparency platforms, and conducting

awareness campaigns among stakeholders. These efforts aimed to streamline the compliance process and facilitate effective communication of information to the public.

6.4 Review of Existing Disclosure Mechanisms: The Transparency Audit Committee conducted a thorough review of all existing disclosure mechanisms and platforms utilized by IGNOU to disseminate information to the public. This comprehensive review encompassed websites, portals, publications, public notices, and other communication channels. The objective was to ensure that these mechanisms are robust, user-friendly, and aligned with the objective of transparency.

6.5 Assessment of Information Adequacy and Accuracy: IGNOU initiated the assessment of the adequacy, relevance, and accuracy of information disclosed under Section 4. This assessment was conducted by the audit team, which evaluated the comprehensiveness of disclosures, clarity of content, currency of information, and adherence to statutory requirements. This meticulous review process ensured that the information provided to the public was reliable, up-to-date, and in compliance with regulatory standards.

7. AUDIT RESULT

According to the self-appraisal report for 2022-23, Indira Gandhi National Open University (IGNOU) has made commendable progress in providing high-quality education; however, the report also highlights some areas of improvement. Overall, the report provides valuable insights on following:

1. **Organization and Function:** The organization's structure, functions, and duties have been adequately disclosed and met the specified criteria. All related information and documents are available on the official website.
2. **Power and Duties of Officers and Employees:** The powers and duties of both officers and other employees have been clearly defined and documented. The relevant rules and orders are also available for reference.
3. **Procedure Followed in Decision-Making Process:** The decision-making process, including key decision points, final decision-making authority, and related provisions, acts, and rules, is well-documented and followed.
4. **Norms for Discharge of Functions:** The nature of functions/services offered, along with the associated norms, standards, and processes for service delivery, is adequately described and available for public access.
5. **Rules, Regulations, Instructions Manual, and Records:** The public authority maintains records, manuals, and instructions regarding its functions, rules, and regulations. These are accessible to the public.
6. **Boards, Councils, Committees, and other Bodies:** Details regarding the constitution, composition, powers, functions, and transparency of such bodies have been disclosed.

7. **Directory of Officers and Employees:** A comprehensive directory containing the names, designations, contact details, and remuneration of officers and employees is provided.
8. **Budget and Programme:** Information regarding budget allocation, expenditure, disbursements, and foreign/domestic tours is transparently provided.
9. **Publicity and Public Interface:** Arrangements for consultation with the public, dissemination of information, and grievance redress mechanisms are established and accessible.
10. **E-Governance:** The organization demonstrates effective e-governance practices, including the availability of information in electronic form and mechanisms for obtaining information.
11. **Information Disclosure:** Information regarding RTI applications, appeals, parliamentary questions, and other prescribed disclosures is adequately provided.
12. **Compliance with Prescribed Information:** The organization has mostly complied with prescribed information requirements, although there are some areas where full compliance has not been achieved.

In conclusion, the detailed analysis of the assessment results revealed a commendable performance, with a grand total of 740 out of 785 marks obtained.

IGNOU has demonstrated a strong commitment to transparency, accountability, and public access to information in the evaluated year. However, there may be some areas where further improvements can be made to enhance transparency and compliance.

Towards a More Transparent and Accountable Governance Framework, achieving compliance with Section 4 of the RTI Act is not only a legal requirement but also a moral imperative for IGNOU. By embracing transparency, IGNOU can strengthen its credibility, enhance public trust, and contribute to a more transparent and accountable governance framework. The journey towards transparency is a shared responsibility, and IGNOU's commitment to transparency will shape its legacy and impact on society.

This comprehensive report aims to equip IGNOU and other institutions with the knowledge to enhance compliance with Section 4 of the RTI Act, improve transparency practices, and strengthen accountability in governance. Through collaborative efforts and a shared commitment to transparency, IGNOU can continue to lead by example and inspire positive change in the larger ecosystem of open and accountable governance.

8.

SELF -APPRAISAL REPORT FOR 2022-23

Ministry Name: Ministry of Education

Department Name: Department of Higher Education

Public Authority Name: Indira Gandhi National Open University (IGNOU)

Sr. No	Details of disclosure:	Marks	Marks Obtained
1	Organization and Function	99	99
2	Budget and Programme	200	200
3	Publicity Band Public interface	150	150
4	E-Governance	186	186
5	Information as may be prescribed	100	80
6	Information Disclosed on own Initiative	50	25
Grand Total		785	740

Self appraisal report for Year (2022-23)

Ministry Name: Ministry of Education

Department Name: Department of Higher Education

Public Authority Name: Indira Gandhi National Open University (IGNOU)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
1	Organisation and Function				
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	http://www.ignou.ac.in/userfiles/contact-us.pdf
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://www.ignou.ac.in/ignou/aboutignou/authority/member/detail/4678/Prof_Nageshwar_Rao-4678
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://www.ignou.ac.in/userfiles/Vision%20and%20Mission.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	http://ignou.ac.in/userfiles/1_1_4%20Function%20and%20duties.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://ignou.ac.in/userfiles/Organizational-Structure.jpg
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	http://ignou.ac.in/userfiles/1_1_6-director%20position%20since%20established.pdf
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)	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/1_2_1%20Powers%20and%20duties%20of%20officers.pdf
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/1_

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					2_2%20Powers%20and%20duties%20of%20employees.pdf
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	http://www.ignou.ac.in/userfiles/IGNOU_ACT(Amended%20till%2024_09_19).pdf
1.2.4	Exercised	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/1_2_4.pdf
1.2.5	Work allocation	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/Work%20Distribution%20of%20PVC.PDF
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	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/1_3_4-Time%20limit%20for%20taking%20a%20decisions(1).pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/1_3_2%20final%20decision%20making%20authority.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	http://www.ignou.ac.in/userfiles/IGNOU_ACT(Amended%20till%2024_09_19).pdf
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/1_3_4-Time%20limit%20for%20taking%20a%20decisions(1).pdf
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/Channel%20of%20supervision%20and%20accountability.jpg
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]				
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	http://www.ignou.ac.in/ignou/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					aboutignou/icc/ssc/frequently links
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	http://www.ignou.ac.in/userfiles/Notification%20on%20Standards%20of%20Excellence%20in%20ODL_September%202019.pdf
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	http://www.ignou.ac.in/ignou/aboutignou/division/rsd/3teacherssupport
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	http://ignou.ac.in/userfiles/1_4_4-Time-limit%20for%20achieving%20the%20targets.pdf
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://igram.ignou.ac.in/
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.	Fully Met	1.92	1.92	http://www.ignou.ac.in/userfiles/IGNOU_ACT(Amended%20till%2024_09_19).pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	http://www.ignou.ac.in/userfiles/IGNOU_ACT(Amended%20till%2024_09_19).pdf
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	http://www.ignou.ac.in/userfiles/IGNOU_ACT(Amended%20till%2024_09_19).pdf
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	http://ignou.ac.in/userfiles/1_5_4-transfer%20policy%20and%20orders.pdf
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]				
1.6.1	Categories of documents	Fully Met	3.85	3.85	http://ignou.ac.in/userfiles/1_6_1%20&%201_6_2%20Categories%20of%20Document

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	http://ignou.ac.in/userfiles/1_6_1%20&%201_6_2%20Categories%20of%20Document.pdf
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.	Fully Met	0.96	0.96	http://www.ignou.ac.in/ignou/aboutignou/authority/boardmanagement
1.7.2	Composition	Fully Met	0.96	0.96	http://www.ignou.ac.in/ignou/aboutignou/authority/boardmanagement
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	http://www.ignou.ac.in/ignou/aboutignou/authority/boardmanagement
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	http://www.ignou.ac.in/ignou/aboutignou/authority/boardmanagement
1.7.5	Powers and functions	Fully Met	0.96	0.96	http://ignou.ac.in/userfiles/1_7_5%20Power%20and%20of%20functions%20of%20board,%200council,%20committees%20etc.pdf
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	http://www.ignou.ac.in/ignou/aboutignou/authority/boardmanagement
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	http://www.ignou.ac.in/ignou/aboutignou/authority/boardmanagement
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	Fully Met	3.85	3.85	http://ignou.ac.in/userfiles/Te

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Telephone-directory.pdf http://ignou.ac.in/userfiles/Telephone-directory.pdf
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	Fully Met	3.85	3.85	http://ignou.ac.in/userfiles/1_9_1-Gross%20Salary.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	http://ignou.ac.in/userfiles/1_9_2System%20of%20Compensation.pdf
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	Fully Met	3.85	3.85	http://www.ignou.ac.in/userfiles/PIOs_List_under_RTI_Act_xvi.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	http://www.ignou.ac.in/userfiles/PIOs_List_under_RTI_Act_xvi.pdf
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	Fully Met	3.85	3.85	http://ignou.ac.in/userfiles/1_11_1-%20Penalty%20proceedings(1).pdf
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	http://ignou.ac.in/userfiles/1_11_1-%20Penalty%20proceedings(1).pdf
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	Fully Met	1.92	1.92	http://ignou.ac.in/userfiles/Educational%20programmes%20offered%20by%20IGNOU.pdf
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	http://www.ignou.ac.in/userfiles/RTI,%20Website%2029_09_2023.pdf
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	http://www.ignou.ac.in/userfiles

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					es/RTI,%20Website%2029_09_2023.pdf
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	http://www.ignou.ac.in/ignou/aboutignou/division/ad/rti/guidelines
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]	Fully Met	7.69	7.69	http://ignou.ac.in/userfiles/1_5_4-transfer%20policy%20and%20orders.pdf
Total			99	99	
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)]				
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	http://www.ignou.ac.in/ignou/aboutignou/division/31/budget
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	http://www.ignou.ac.in/ignou/aboutignou/division/31/budget
2.1.3	Proposed expenditures	Fully Met	10	10.00	http://www.ignou.ac.in/ignou/aboutignou/division/31/budget
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	http://www.ignou.ac.in/ignou/aboutignou/division/31/budget
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	http://www.ignou.ac.in/ignou/aboutignou/division/31/annual
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	Fully Met	16.67	16.67	http://ignou.ac.in/userfiles/2_2_1-extract%20of%20budget.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the 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	Fully Met	16.67	16.67	http://ignou.ac.in/userfiles/2_2_2-Domestic%20Tour%20Details.PDF
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	http://ignou.ac.in/userfiles/2_2_1-Procurement_of-the-University.pdf
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty
2.3.2	Objective of the programme	Not Applicable	0	0	empty
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty
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	0	0	empty
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty
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	Fully Met	25	25.00	http://ignou.ac.in/userfiles/2_5_1-fee%20waiver.pdf
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	http://ignou.ac.in/userfiles/Fee%20Waiver.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
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.	Fully Met	50	50.00	http://ignou.ac.in/userfiles/2_6%20CAG%20and%20PAC.pdf
Total			200	200	
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 normally accessed by citizens	Not Applicable	0	0	empty
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 Applicable	0	0	empty
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty
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
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty
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	Not Applicable	0	0	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year				
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	Not Applicable	0	0	empty
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	Not Applicable	0	0	empty
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)	Fully Met	50	50.00	http://www.ignou.ac.in/ignou/studentzone/1
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]				
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	http://ignou.ac.in/userfiles/3_4-i-final.pdf
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	http://ignou.ac.in/userfiles/3_4-ii.pdf
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	Fully Met	25	25.00	https://egyankosh.ac.in/
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	http://www.ignou.ac.in/userfiles/ALL%20%207%20jan%20b%20%20%2034%20page%20%20%20pdf.pdf
Total			150	150	
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	Fully Met	14.29	14.29	http://ignou.ac.in/userfiles/3_4-i-final.pdf
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty
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	Fully Met	28.57	28.57	http://ignou.ac.in/userfiles/3_4-i-final.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	http://ignou.ac.in/userfiles/3_4-i-final.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	http://ignou.ac.in/userfiles/3_4-i-final.pdf
4.3.3	Location where available	Fully Met	9.52	9.52	http://ignou.ac.in/userfiles/3_4-i-final.pdf
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]				
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	http://www.ignou.ac.in/
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://www.ignou.ac.in/
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	http://www.ignou.ac.in/userfiles/contact-us.pdf
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://www.ignou.ac.in/userfiles/contact-us.pdf
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://igram.ignou.ac.in/
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	http://www.ignou.ac.in/userfiles/sscrti.pdf
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	http://www.ignou.ac.in/ignou/aboutignou/division/pdd/
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	http://ignou.ac.in/userfiles/4_5_4-List%20of%20project%20under%20way.pdf
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	http://www.ignou.ac.in/ignou/aboutignou/division/ad/MoUs
4.5.6	Annual Report	Fully Met	3.57	3.57	http://www.ignou.ac.in/ignou/aboutignou/division/pdd/annual%20report
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	http://ignou.ac.in/userfiles/IGNOU-FAQs.pdf
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d)	Fully Met	3.57	3.57	http://ignou.ac.in/userfiles/LEARNER%20CHARTER%20

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	Performance against the benchmarks set in the Citizen's Charter				OF%20IGNOU.pdf
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	Fully Met	14.29	14.29	http://www.ignou.ac.in/userfiles/RTI%20qtrly%20report%20sent%20to%20CIC.pdf
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	http://www.ignou.ac.in/userfiles/RTI%20qtrly%20report%20sent%20to%20CIC.pdf
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	http://ignou.ac.in/userfiles/4_7_1.pdf
Total			186	186	
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	Fully Met	20	20.00	http://www.ignou.ac.in/userfiles/PIOs_List_under_RTI_Act_xvi.pdf
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Not Met	20	0	empty
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	http://www.ignou.ac.in/userfiles/sscri.pdf
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	Fully Met	20	20.00	http://ignou.ac.in/userfiles/Notification-Transparency%20Audit.PDF
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	http://ignou.ac.in/userfiles/Committee%20of%20PIO%20and%20FAA(1).pdf
Total			100	80	
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	Fully Met	25	25.00	http://www.ignou.ac.in/ignou/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	RTI Act to obtain information				aboutignou/division/ad/rti/sou
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, Publ				
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty
Total			50	25	
Grand Total			785	740	

Appendix -1:
Notification of the Committee

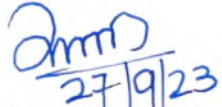
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
ADMINISTRATION DIVISION

F. No. AD/2/NA/5493
Dated: 27th September, 2023

NOTIFICATION

The Vice-Chancellor is pleased to constitute a Consultancy Committee comprising the following members for advice on "suo-moto" disclosure for the purpose of for transparency Audit under the RTI Act:

- | | | |
|----|---|---------------------|
| 1. | Prof. Manjulik Srivastav, Director, CIQA | - Chairperson |
| 2. | Prof. Madhu Prahar, Director I/c, COE | - Member |
| 3. | Prof. Niti Agarwal, Director, P & D D | - Member |
| 4. | Dr. A. M. M. Rao, Director, Computer Division | - Member |
| 5. | Sh. Prakash Bhandari, Exe. DP (F & A Div.) | - Member |
| 6. | Sh. Kamal Kant Sahay, Dy. Registrar, (Gov.) Admn. | - Member - Convenor |


27/9/23
(Rajesh Kumar)
Asstt. Registrar (Estt.)

Distribution:

1. All Members of the Committee
2. DD, VCO
3. PS to PVCs
4. PS to Registrar (Admn.)
5. Notification File
6. Office Copy

Appendix -2: Minutes of the Meetings

IGNOU

MINUTES OF THE 1ST MEETING OF THE CONSULTANCY COMMITTEE FOR THE PURPOSE OF TRANSPARENCY AUDIT UNDER THE RTI ACT

The 1st meeting of the Consultancy Committee for advice on “*suo-moto*” disclosure for the purpose of transparency Audit under the RTI Act was held on 29th September, 2023. The following members were present in the meeting:

1. Prof. Manjulika Srivastava, Director, CIQA - Chairperson
2. Prof. Madhu Prahar, Director I/c, COE - Member
3. Prof. Neeti Agrawal, Director, P&DD - Member
4. Dr. A.M.M. Rao, Director, Computer Div. - Member
5. Sh. Kamal Kant Sahay, Dy. Registrar (Admn.) - Member/Convenor

Sh. Prakash Bhandari, Exe. DP (F&A Division) could not attend the meeting.

At the outset, Prof. Manjulika Srivastava, the Chairperson briefed the members about the immediate requirement of finalizing the Framework Report about the suo moto disclosure of various information regarding the University for the purpose of Transparency Audit under the RTI Act.

Sh. Kamal Kant Sahay, Member-Convenor of the Committee made the Chairperson/Members aware about the current status of progress made by RTI Cell in the matter.

The Committee discussed in detail on the various Questions/topics regarding the Transparency Audit (Anensxure-1).

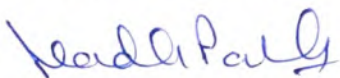
After deliberations, the Committee decided that inputs may be obtained from various Divisions/Units/Sections for finalizing the draft reply/information for the purpose of Transparency Audit., as per details below:

Q. Nos.1.2.2, 1.5.4, 1.11.1 & 1.11.2	- Director, ACD
Q. Nos. 1.9.1, 1.9.2, 2.4.1, 2.4.2, 4.5.3 & 4.5.4	- Finance Officer, F&A
Q. Nos.1.5.4 & 2.2.3	- Director, RSD (for RCs)
Q. No.2.3.1 to 2.3.8 & 2.5.2	- Registrar, SRD
Q. Nos.1.12.1 to 1.12.4	- Director, STRIDE
Q. Nos.2.2.3	- EMPC
Q. Nos.2.2.3	- Registrar, MPDD
Q. Nos.2.2.3	- Director, Comp.Div.
Q. Nos.2.2.3	- Director, COE
Q. Nos.1.2.2, 1.5.4, 1.11.1 & 1.11.2	- Dy. Registrar, Estt.
Q.Nos.2.2.3	- Dy. Registrar, CPU
Q. Nos.2.2.1, 2.2.2 & 2.2.3	- Dy. Registrar, GA
Q.No.4.7.1	- Dy. Registrar (Gov.)
Q.Nos.3.1.1 to 3.1.11	- AR, Legal

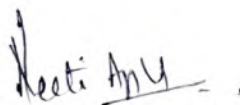
Contd...2/

In this regard, Sh. Kamal Kant Sahay was requested to send e-mails to the concerned Divisions/Units/Sections for obtaining requisite information therefrom by 4th October, 2023.

The meeting ended with thanks to the Chair.



(Prof. Madhu Prahar)



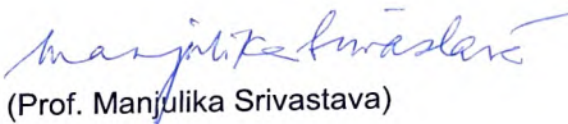
(Prof. Neeti Agrawal)



(Dr. A. M. M. Rao)



(Kamal Kant Sahay)



(Prof. Manjulika Srivastava)

IGNOU

MINUTES OF THE 2nd MEETING OF THE CONSULTANCY COMMITTEE FOR THE PURPOSE OF TRANSPARENCY AUDIT UNDER THE RTI ACT

The 2nd meeting of the Consultancy Committee for advice on "suo-moto" disclosure for the purpose of transparency Audit under the RTI Act was held on 4th October 2023 at 03:00 PM in CIQA Office. The following were present in the meeting:

1. Prof. Manjulika Srivastava, Director, CIQA - Chairperson
2. Prof. Madhu Prahar, Director I/c, COE - Member
3. Prof. Neeti Agarwal, Director, P&DD - Member
4. Dr. A.M.M. Rao, Director, Computer Div. - Member
5. Sh. Prakash Bhandari, Exe. (DP) - Member
6. Sh. Kamal Kant Sahay, Dy. Registrar (Admn.) - Member/Convenor

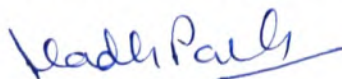
As decided in the 1st meeting of the Committee, e-mails were sent to ACD, F&A, RSD, SRD, STRIDE, EMPC,MPDD, CD, COE, Estt.(Admn.), CPU(Admn.), GA(Admn.), Gov.(Admn.), & Legal Cell(Admn.) for obtaining information regarding the transparency audit as enumerated in the minutes of the 1st Meeting of the Committee.

Sh. Kamal Kant Sahay, Member-Convenor of the Committee informed the Committee that some information have been received from CIQA, P&DD, EMPC & COE through e-mail. The same were considered by the Committee.

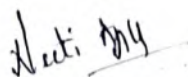
After detailed discussion, the following decisions were made in the Committee meeting:-

- (01) It was decided that ACD, F&A, RSD, SRD, STRIDE, MPDD, CD, Admn. Division (Estt., CPU, GA, Legal Cell, Gov.) may be requested to furnish the relevant information on priority basis by 05.10.2023 evening.
- (02) It was decided that a framework under a weblink on the University website may be prepared for providing entire information as per the provision of sou moto disclosure under the RTI Act 2005.
- (03) Technical personnel from Computer Division & RTI Cell (Admn.) will visit the CIQA office for designing the weblink for feeding the RTI related information of the University.

The meeting ended with thanks to the Chair.



(Prof. Madhu Prahar)



(Prof. Neeti Agarwal)



(Dr. A M M Rao)



(Prakash Bhandari)



(Kamal Kant Sahay)



(Prof. Manjulika Srivastava)

IGNOU

MINUTES OF THE 3rd MEETING OF THE CONSULTANCY COMMITTEE FOR THE PURPOSE OF TRANSPARENCY AUDIT UNDER THE RTI ACT

The 3rd meeting of the Consultancy Committee for advice on "suo-moto" disclosure for the purpose of transparency Audit under the RTI Act was held on 9th October 2023 at 04:00 PM in CIQA Office. The following were present in the meeting:

1. Prof. Manjulika Srivastava, Director, CIQA - Chairperson
2. Prof. Madhu Prahar, Director I/c, COE - Member
3. Prof. Neeti Agrawal, Director, P&DD - Member
4. Sh. Kamal Kant Sahay, Dy. Registrar (Admn.) - Member/Convenor

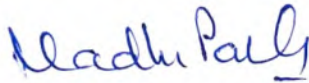
As decided in the 2nd meeting of the Committee, e-mails were again sent to ACD, F&A, RSD, SRD, STRIDE, MPDD, Admn. Division (Estt., CPU, GA, Legal Cell, Gov.) for obtaining information regarding the transparency audit.

Some information have been received from F&A, MPDD and P&DD through e-mail. The same were considered by the Committee.

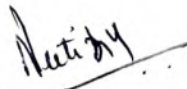
The following actions have been taken by the committee:-

- (01) A sub-link on the university website under weblink named Administration Division has been created and RTI related necessary information consisting RTI Act 2005, Guidelines for RTI and Sou Moto Disclosure have been uploaded in the respective place.
- (02) The information uploaded in the above mentioned link at (01) has been reviewed by the committee members and approved the same.

The meeting ended with thanks to the Chair.




(Prof. Madhu Prahar)



(Prof. Neeti Agrawal)



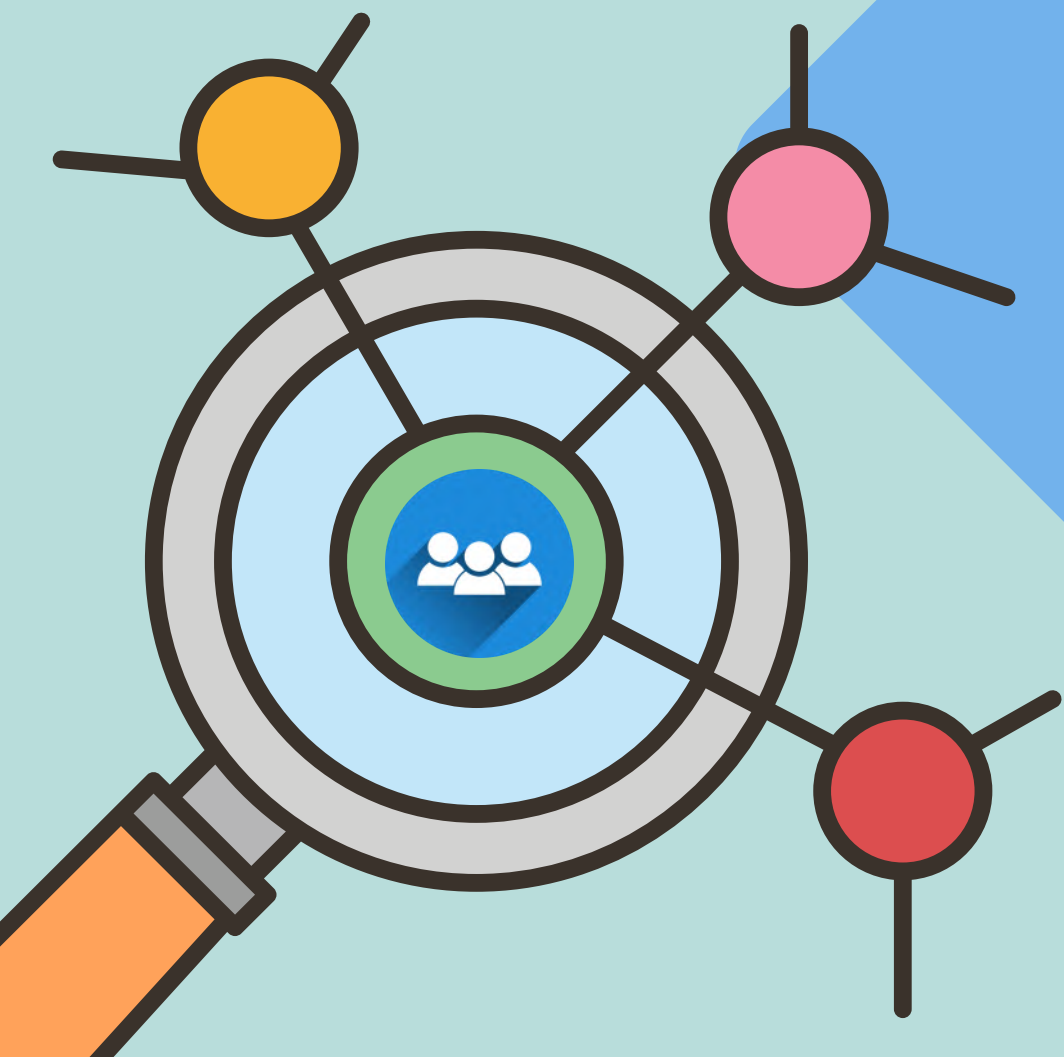
(Kamal Kant Sahay)



(Prof. Manjulika Srivastava)

Appendix -3: Photographs of the Meetings





Centre for Internal Quality Assurance
Indira Gandhi National Open University
New Delhi - 110068

