

This document contains the information compiled in the Form of 17 manuals as per the requirements of Right To Information Act, 2005.

Background of this handbook	Right to Information Act. 2005 (RTI Act)
Objective / purpose of this handbook	To provide information about the institute and source of information
Users of this Handbook	Students and Staff of the Institute, General public etc
Organization of the information in the Handbook	As per guidelines of RTI Act.
Contact Person	Assistant,Registrar(A&E), Ghani Khan Choudhury Institute of Engineering &Technology Narayanpur , Old Malda Malda 732141 West Bengal Email: ar_est@gkci.ac.in

Manual 1: Particulars of Organization, functions and duties

{Section 4(l) b (i)}

About GKCIET

Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda, West Bengal was established in 2010 by Ministry of Human Resource Development, Govt. of India under the mentorship of National Institute of Technology, Durgapur and in the memory of Sri A.B.A. Ghani Khan Choudhury who had contributed immensely to societal development of the region. The Institute is located at Malda, West Bengal with the bordering districts of Bihar, Jharkhand and North Eastern states. Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda was established with the objective to create a multi-layered inter disciplinary and inter-sectorial efficient professional technical manpower to act as an international podium for the development and transfer of technical competence in academics. It is committed to provide best possible technical education from grass route level to higher level and to cater to the specific needs of women, school dropouts and other disadvantaged sections of society by organizing a large no of short/long term skills orientation programmes for economic upliftment and inclusive growth of society. It was formulated that the Institute, besides catering to the needs of formal education would undertake the non-formal education to prepare the skilled and qualified manpower for self-employment. Further, the Institute would take up a strategic research and development activities, which along with entrepreneurship will help in extending the efforts of the Institute in imparting education to the unemployed and working population by updating and upgrading their technical skills. GKCIET is devoted to provide leadership, organizational expertise, technical assistance and the other resources required to meet the demand. The institute is temporarily located at Power Grid Corporation's Training Institute, Malda and the permanent location (Narayanpur, Malda, sprawling area of 101 acres of land) is under development process and one Academic block is already completed. The institute is at a distance of 7 km from Malda central railway station and 0.7 km from 34 No National Highway. It is surrounded by green land and mango trees with beautiful landscapes.

Vision

GKCIET envision to be a lead Technical-Vocational University for inclusive growth and development of technical manpower through formal and non-formal mode mitigating the skilled manpower requirement of the nation.

Short-term goal

To dissemination of technical knowledge and skill, inculcate entrepreneurship trait among rural youths using both formal as well as informal mode so that they could contribute to the sustainable development of the region in particular and India as a whole.

Long-term goal

Institute is to become fountainhead in providing technological excellence in academics through formal/ non-formal Technical Education, Entrepreneurship & Research to meet the changing global needs of the society by transforming itself into Technical University.

Mission

- Technical education and training in formal and non-formal sectors
- Development of competency-based curriculum and ICT based Courseware for professional courses
- Research & Development in the sphere of Science, Technology & Pedagogy
- Emphasizing to build institute Industry-entrepreneurship and Institute- Community interface
- Building collaboration with National and International Centres of Excellence and partnership with stakeholders
- Extension Services
- Industries in the neighbourhood and in the region.
- Working personnel, Passed out students. I.T.I & Polytechnics.
- Research and other institutes of Higher Learning

Objectives

- Education and Training
- To offer flexible, modular, credit-based multi-point entry programs in engineering and technology.
- To offer diploma and B.Tech courses in different discipline.
- To offer Non-formal programme in different areas of technology to strengthen the scope of the institutional programme.
- To provide technical education facilities for women, school dropouts and other disadvantaged sections of society through specially designed courses.
- To offer continuing education programme for working personnel from industries at different levels to meet the requirements of large, medium and large industries.
- To offer bridge courses for lateral entry in all programme and for moving from one level of course to another level.

Functions & Duties:

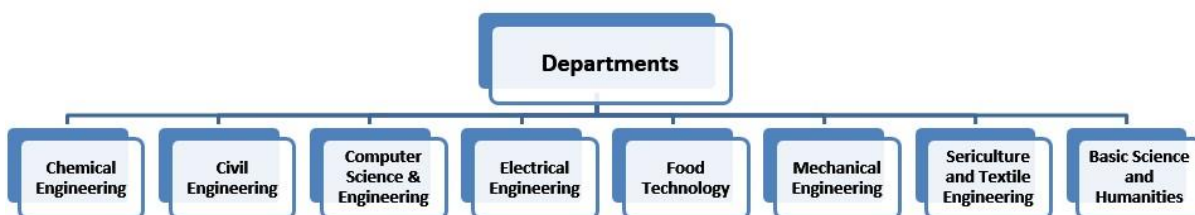
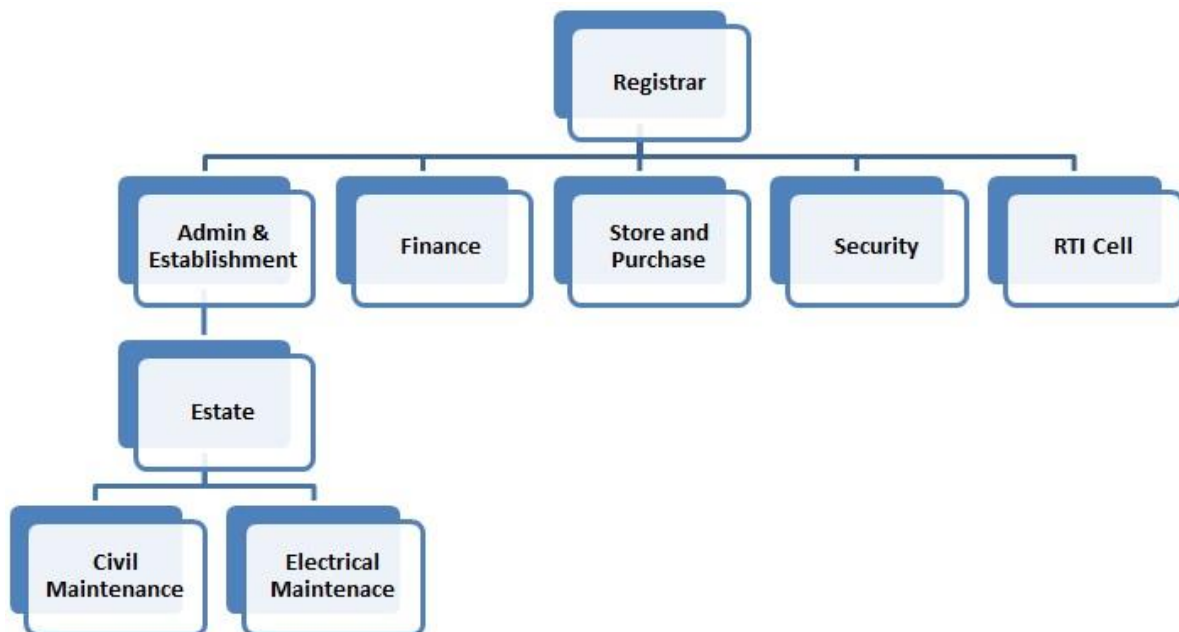
Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda, West Bengal was established in 2010 by Ministry of Human Resource Development, Govt. of India. [Institute Link in MHRD official web site](#)

Subject to the provisions of this act, the Institute shall exercise the following powers and perform the following duties, namely:

- i. Institute run Diploma courses under WBSCT &VE&SD and B.Tech courses under MAKAUT, West Bengal.
- ii. Skill development courses are run under PMKVY-TI, TVET and SKP programme.
- iii. To hold teaching learning activity , examination for above programme
- iv. To receive grants for benefactions from the Government.
- v. Make communication with Industry for necessary training and other activity.

Organization & Administration





Details of GKCIET Society	Please see annexure 1-I
Details of GKCIET BoG	Please see annexure 1-II
Details of Building & Works Committee	Please see annexure 1-III
Details of Finance Committee	Please see annexure 1-IV
Details of Academic council	Please see annexure 1-V

Address of Office of Director:
Ghani Khan Choudhury Institute of Engineering and Technology,
P.O. Narayanpur, Dist Malda, West Bengal , PIN: 732141

Manual 2: Power and duties of officers and employees

{Section 4(l) b (ii)}

Power and duties of officers and employees are as per memorandum of association (MoA).

Manual 3: Procedure followed in the decision making process including channels of supervision and accountability

{Section 4(l) b (ii)}

The following manuals/documents give details of the procedures being followed in taking various decisions

Sl no	Category	List of Documents
2	Administrative	Central Civil Service (CCS) & CCA Rules, GoI, and MoA, GKCIET
3	Financial	General Financial Rule -2017

Manual 4: Norms set for the discharge of functions

{Section 4(l) b (iv)}

The norms for the discharge of functions can be found in the following documents:

Recruitment: As per AICTE, qualification / National Institute of Technology (NIT) recruitment rule / GKCIET recruitment rule (GKCIET- RR).

Procedure for Enquiries and Punishment: details in academic guideline and as per ccs (cca) disciplinary rules.

Vigilance notices: As per GoI directive from time to time informed by vigilance commission.

Manual 5: Rules, regulations, instructions, Manuals & Records used for discharging its functions

{Section 4(1) b (v)}

As per MoA , CCS & CCA rules

Manual 6: Statement of the categories of documents held by GKCIET or under its control

{Section 4(l) b (vi)}

Visit concern department /section for information

Manual 7: The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policies or implementation thereof

{Section 4(l)b(vii)}

No such information available

Manual 8: A statement of the boards, councils, committees and other bodies constituted

{Section 4(l)b(viii)}

Please see Manual 1.

Manual 9: The directory of its employees and its officials

{Section 4(l)b(ix)}

Please see the **Annexure – 9-I**

Manual 10: Monthly remuneration received by each officer and employee, including the system of compensation as provided in its regulations

{Section 4(l)b(x)}

Pay and allowance of employee as per VII CPC recommendation for CFTIs by MHRD

Manual 11: The budget allocation to each Department indicating the particulars of all plans, proposed expenditure, and reports on disbursements made

{Section 4(l)b(xi)}

Please find **Annexure – 11-I**

Manual 12: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

{Section 4(l)b(xii)}

No such information available

Manual 13: Particulars of recipients of concessions, permits or authorizations granted by the Institute.

{Section 4(l) b (xiii)}

TFW under WBSCT & VE & SD and DTE/DHE, w.e.f 2018-2019 session

Manual 14: Details in respect of the information, available to or held by it, reduced in an electronic form

{Section 4(l)b(xiv)}

Most of the information is available on the Institute website at (www.gkciet.ac.in)

Manual 15: The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

{Section 4(l) b (xv)}

The relevant information can be obtained by any citizen from the CPIO, GKCIET through RTI application. The Library of the Institute is primarily meant for the Faculty, Officers, Students and the Employees of the Institute.

Manual 16: The names, designations and other particulars of the Public Information Officers;

{Section 4(l) b (xvi)}

Authority	Address	Contact details
Second Appellate Authority	Chief Information Commissioner, Central Information Commission, R. No. 412, IV Floor, Block-IV, Old JNU Campus, New Delhi- 110067	
First Appellate Authority	Director, GKCIET, Narayanpur, Malda- 732141	8974055106
Central Public Information Officer	System Manager, GKCIET, Narayanpur, Malda- 732141	9002728003
Nodal Officer	Asst. Registrar, GKCIET, Narayanpur, Malda- 732141	9002484861

Manual 17: Such other information as may be prescribed

{Section 4(l) b (xvii)}

Most of the information is available on the Institute website at (www.gkciet.ac.in)