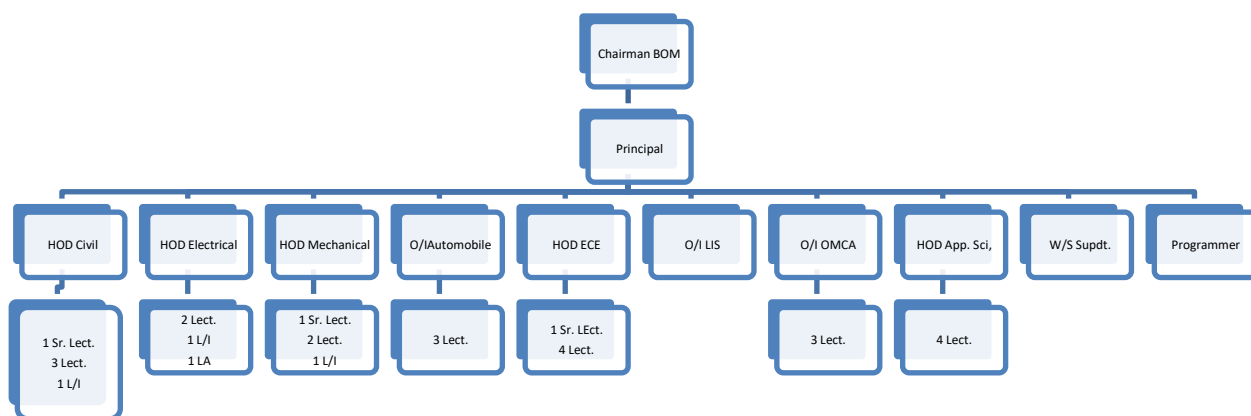


DISCLOSURE UNDER SECTION 4(1)(b) OF RTI ACT 2005

1. Particulars of Organisation, Functions and Duties:-

NAME AND ADDRESS OF THE INSTITUTION AT THE PERMANENT SITE			
Name of the Institution	:	Vaish Technical Institute	
Institution Code	:	018	
Address of the Institution	:	Behind Railway Station, Rohtak	
Village / Town	:	Rohtak	
District	:	Rohtak	
Pincode	:	124001	
Phone	:	STD Code: 01262	Phone No.: 248572
Fax	:	STD Code: 01262	Fax No.: 248572
Mobile	:		
E-mail	:	vtirohtakhry@gmail.com	
Website	:	www.vtirohtak.edu.in	

ORGANISATION CHART



2. Powers & Duties of Officers and Employees:-

<https://drive.google.com/file/d/1S7gi5DqbgH3fTfXit0T0SVQs2m-CzWlY/view?usp=sharing>

3. **Procedure followed in the decision making process, including channels of supervision and accountability:-**

<https://drive.google.com/file/d/1R1kJoZe8zuiRsBYDze0qAvKj9GZ6hTR6/view?usp=sharing>

4. **Norms for discharge of functions:-**

<https://drive.google.com/file/d/1R1kJoZe8zuiRsBYDze0qAvKj9GZ6hTR6/view?usp=sharing>

5. **Rules, Regulations, Instructions, Manuals and record held for discharging of functions:-**

<https://drive.google.com/file/d/1R1kJoZe8zuiRsBYDze0qAvKj9GZ6hTR6/view?usp=sharing>

6. **Categories of documents under its control:-**

<https://docs.google.com/spreadsheets/d/1SEOvT5eNWftaEazaFP3k8WjBR4q3bj-D/edit?usp=sharing&oid=113458432410449384789&rtpof=true&sd=true>

7. **Arrangement for consultation with, or representation by, the members of public for formation of policy or implementation thereof:-**

The Institute conducts Parents Teachers Meet (PTM) at regular intervals so that parents/ guardians visit the Institute and get to know all about their wards. Also as per norms there is Board of Management (BOM) which consists of Members from management, DTE, AICTE, Principal and staff representative for the benefit of all students and employees.

8. **Committees:-** There is Board of Management (BOM) which consists of Members from management, DTE, AICTE, Principal and staff representative for the benefit of all students and employees.

9. **Directory of Officers & Employees with Pay Scale:-**

https://docs.google.com/spreadsheets/d/1vTnOyUjhrJKd_op_Hm8YR6YOc6MkTA/edit?usp=sharing&oid=113458432410449384789&rtpof=true&sd=true

10. Budget Estimates:-

<https://drive.google.com/file/d/1BLNWfxgYsD8PVkXPypIWTO5gJHI85QnN/view?usp=sharing>

11. Working Hours of Library are from 9 A.M. to 5 P.M. on all working days of the Institute. The Library is for the Staff, students and employees of the Institute.

12. Particulars of PIO:-

PIO:- Sh. Sunil Kumar, Sr. Lect. Mechanical Engg.

APIO:- Ms. Shalu Garg, Lecturer Applied Sciences

First Appellate Authority:- Sh. Naresh Kumar Jain, Principal

13. Copy of RTI ACT 2005:-

<https://drive.google.com/file/d/1-e1kzBs39Zi2KILBDDiWdrEqUYJWupt4/view?usp=sharing>

14. Submission of Fees for RTI Application:-

The Processing fees and document charges may be deposited in the following manners:-

- (a) in cash with the cashier of the Institute against receipt.
- (b) Indian Postal Order or Crossed Bank Draft/Banker's Cheque in favour of **Principal, Vaish Technical Institute, Rohtak**