

## Self appraisal report for Year (2023-24)

**Auditor Agency:** Virender Kumar Bharti(Indian Institute of Mass Communication )

**Ministry Name:** Ministry of Education

**Department Name:** Department of Higher Education

**Public Authority Name:** School of Planning and Architecture

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	<a href="https://spa.ac.in/contact-us">https://spa.ac.in/contact-us</a>	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="https://spa.ac.in/administrations/spa-administrations">https://spa.ac.in/administrations/spa-administrations</a>	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://spa.ac.in/about/mission-and-vision">https://spa.ac.in/about/mission-and-vision</a>	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="http://spa.ac.in/User_Panel/RTIArchives.aspx">http://spa.ac.in/User_Panel/RTIArchives.aspx</a>	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="https://spa.ac.in/sites/default/files/2024-04/Organisational%20Chart.pdf">https://spa.ac.in/sites/default/files/2024-04/Organisational%20Chart.pdf</a>	Fully Met	1.28	Okay
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from	Fully Met	1.28	1.28	<a href="https://spa.ac.in/sites/default/">https://spa.ac.in/sites/default/</a>	Fully Met	1.28	Okay

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	time to time as well as the committees/ Commissions constituted from time to time have been dealt				files/2024-05/Transfer-Order-of-HoD-and-Deans_0.pdf			
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	<a href="https://spa.ac.in/sites/default/files/2024-04/Power%20and%20Duties%20of%20Officers_0.pdf">https://spa.ac.in/sites/default/files/2024-04/Power%20and%20Duties%20of%20Officers_0.pdf</a>	Fully Met	1.54	Okay
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	<a href="https://spa.ac.in/sites/default/files/2024-04/Power%20and%20Duties%20of%20Officers_0.pdf">https://spa.ac.in/sites/default/files/2024-04/Power%20and%20Duties%20of%20Officers_0.pdf</a>	Fully Met	1.54	Okay
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	<a href="https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf">https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf</a>	Fully Met	1.54	Okay
1.2.4	Exercised	Fully Met	1.54	1.54	<a href="https://spa.ac.in/sites/default/files/2024-04/Power%20and%20Duties%20of%20Officers_0.pdf">https://spa.ac.in/sites/default/files/2024-04/Power%20and%20Duties%20of%20Officers_0.pdf</a>	Fully Met	1.54	Okay
1.2.5	Work allocation	Fully Met	1.54	1.54	<a href="https://spa.ac.in/sites/default/">https://spa.ac.in/sites/default/</a>	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					files/2024-04/Power%20and%20Duties%20of%20Officers_0.pdf			
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	https://spa.ac.in/sites/default/files/2024-04/Decision_making_process.PDF	Fully Met	1.54	Okay
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://spa.ac.in/sites/default/files/2024-04/Decision_making_process.PDF	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://spa.ac.in/sites/default/files/2024-04/Decision_making_process.PDF,https://spa.ac.in/sites/default/files/SPA%20ACT%202014.pdf,https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.4	Time limit for taking a decisions, if any	Not Met	1.54	0	empty	Not Met	0	Okay
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://spa.ac.in/sites/default/files/2024-04/Decision_making_process.PDF	Fully Met	1.54	Okay
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Not Met	1.54	0	empty	Not Met	0	Okay
1.4.4	Time-limit for achieving the targets	Not Met	1.54	0	empty	Not Met	0	Okay
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://spa.ac.in/grievances	Fully Met	1.54	Okay
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf	Fully Met	1.92	Okay
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf	Fully Met	1.92	Okay
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://spa.ac.in/sites/default/	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					files/SPA%20ACT%202014.pdf			
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://spa.ac.in/sites/default/files/2024-04/Transfer_Order-12-04-2024.PDF	Fully Met	1.92	Okay
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf	Fully Met	3.85	Okay
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://spa.ac.in/sites/default/files/2024-04/Statutes.pdf	Fully Met	3.85	Okay
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://spa.ac.in	Fully Met	0.96	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/sites/default/files/2024-04/Decision_making_process.PDF			
1.7.2	Composition	Fully Met	0.96	0.96	https://spa.ac.in/sites/default/files/2024-04/Decision_making_process.PDF	Fully Met	0.96	Okay
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://spa.ac.in/sites/default/files/2024-04/Decision_making_process.PDF	Fully Met	0.96	Okay
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://spa.ac.in/sites/default/files/2024-04/Decision_making_process.PDF	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://spa.ac.in/sites/default/files/2024-04/Decision_making_process.PDF	Fully Met	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.8	Place where the minutes if open to the public are available?	Not Met	0.96	0	empty	Not Met	0	Okay
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Partially Met	3.85	1.93	<a href="https://spa.ac.in/contact-us">https://spa.ac.in/contact-us</a>	Partially Met	1.93	Okay
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="https://spa.ac.in/contact-us">https://spa.ac.in/contact-us</a>	Fully Met	3.85	Okay
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	<a href="https://spa.ac.in/sites/default/files/2024-04/Gross_Remuneration_of_All_the_Employees_of_the_school_for_the_Financial_Year_2023-24.pdf">https://spa.ac.in/sites/default/files/2024-04/Gross_Remuneration_of_All_the_Employees_of_the_school_for_the_Financial_Year_2023-24.pdf</a>	Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	<a href="https://spa.ac.in/sites/default/files/2024-04/Gross_Remuneration_of_All_the_Employees_of_the_school_for_the_Financial_Year_2023-24.pdf">https://spa.ac.in/sites/default/files/2024-04/Gross_Remuneration_of_All_the_Employees_of_the_school_for_the_Financial_Year_2023-24.pdf</a>	Fully Met	3.85	Okay
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							
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	<a href="https://spa.ac.in/sites/default/files/2024-04/">https://spa.ac.in/sites/default/files/2024-04/</a>	Fully Met	3.85	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					List_of_PIO_and_FAA.PDF			
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://spa.ac.in/sites/default/files/2024-04/List_of_PIO_and_FAA.PDF	Fully Met	3.85	Okay
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://spa.ac.in/sites/default/files/2024-04/Training%20workshop%2013%20and%2014th%20January%202016.pdf, https://spa.ac.in/sites/default/files/2024-04/Training%20workshop%2014th%20July-2017.pdf	Fully Met	1.92	Okay
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://spa.ac.in/sites/default/files/2024-04/	Fully Met	1.92	Okay



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Training%20workshop%2013%20and%2014th%20January%202016.pdf, <a href="https://spa.ac.in/sites/default/files/2024-04/Training%20workshop%2014th%20July-2017.pdf">https://spa.ac.in/sites/default/files/2024-04/Training%20workshop%2014th%20July-2017.pdf</a>			
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	<a href="https://spa.ac.in/sites/default/files/2024-04/Training%20workshop%2013%20and%2014th%20January%202016.pdf">https://spa.ac.in/sites/default/files/2024-04/Training%20workshop%2013%20and%2014th%20January%202016.pdf</a> , <a href="https://spa.ac.in/sites/default/files/2024-04/Training%20workshop%2014th%20July-2017.pdf">https://spa.ac.in/sites/default/files/2024-04/Training%20workshop%2014th%20July-2017.pdf</a>	Fully Met	1.92	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	<a href="https://spa.ac.in/sites/default/files/2024-04/Procedure%20for%20RTI_0">https://spa.ac.in/sites/default/files/2024-04/Procedure%20for%20RTI_0</a>	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.pdf, <a href="https://spa.ac.in/sites/default/files/2024-04/RTI%20Act%20updated%20on%202011_0.pdf">https://spa.ac.in/sites/default/files/2024-04/RTI%20Act%20updated%20on%202011_0.pdf</a>			
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	<a href="https://spa.ac.in/sites/default/files/2024-04/Transfer_Order-12-04-2024.PDF">https://spa.ac.in/sites/default/files/2024-04/Transfer_Order-12-04-2024.PDF</a>	Fully Met	7.69	Okay
<b>Total</b>			<b>92</b>	<b>83</b>		<b>92</b>	<b>83</b>	
<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	<a href="https://spa.ac.in/sites/default/files/2024-04/Budget_and_Programme_12-04-2024.pdf">https://spa.ac.in/sites/default/files/2024-04/Budget_and_Programme_12-04-2024.pdf</a>	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	<a href="https://spa.ac.in/sites/default/files/2024-04/Budget_and_Programme_12-04-2024.pdf">https://spa.ac.in/sites/default/files/2024-04/Budget_and_Programme_12-04-2024.pdf</a>	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	<a href="https://spa.ac.in/sites/default/">https://spa.ac.in/sites/default/</a>	Fully Met	10.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					files/2024-04/Budget_and_Programme_12-04-2024.pdf			
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://spa.ac.in/sites/default/files/2024-04/Budget_and_Programme_12-04-2024.pdf	Fully Met	10.00	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://spa.ac.in/sites/default/files/2024-04/Budget_and_Programme_12-04-2024.pdf	Fully Met	10.00	Okay
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Not Met	16.67	0	empty	Not Met	0	Okay
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	Not Met	16.67	0	empty	Not Met	0	Okay
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	Fully Met	16.67	16.67	http://spa.ac.in/tenders,https://bidplus.gem.gov.in/published-bids,https://gem.gov.in/	Fully Met	16.67	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	contract is to be executed.							
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
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	<a href="http://www.spa.ac.in/sites/default/files/2024-05/Audit-Observations-20">http://www.spa.ac.in/sites/default/files/2024-05/Audit-Observations-20</a>	Fully Met	50.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					22-23.pdf			
<b>Total</b>			<b>150</b>	<b>117</b>		<b>150</b>	<b>117</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>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]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Not Applicable	0	Okay
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Not Applicable	0	Okay
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Not Applicable	0	Okay
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	Not Applicable	0	Okay
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	<a href="https://spa.ac.in/">https://spa.ac.in/</a>	Fully Met	50.00	Okay
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	<a href="https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25">https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25</a> , <a href="https://spa.ac.in/sites/default/files/2024-05/Ordinan">https://spa.ac.in/sites/default/files/2024-05/Ordinan</a>	Fully Met	25.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ce-No-1- Examination-Rule s-2017.pdf,https://spa.ac.in/about/annual-report,https://spa.ac.in/sites/default/files/2024- 05/Student%20Handbook%202019-20.pdf,https://spa.ac.in/sites/default/files/2024 - 05/Student%20Handbook %202018-19.pdf,https://spa.ac.in/downloads,https://spa.ac.in/sites/default/files/2024 -05/PhD- Ordinance- II- Revised-24-03-2023.pdf,https://spa.ac.in/sites/default/files/2024- 05/Sexual_Harassment_policy.pdf,https://spa.			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ac.in/sites/default/files/2024-05/Handbook_on_Sexual_Harassment_by_Ministry_of_Women_and_Child_Development.pdf,https://spa.ac.in/resources/documentation-and-publications-unit			
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25,https://spa.ac.in/sites/default/files/SPA_New_Delhi_Prospectus_2024.pdf,https://spa.ac.in/downloads,https://spa.ac.in/sites/default/files/2024-05/Ordinance-No-1-Examination-Ru	Fully Met	25.00	Okay



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					les-2017.pdf,https://spa.ac.in/about/annual-report,https://spa.ac.in/sites/default/files/2024-05/Student%20Handbook%202019-20.pdf,https://spa.ac.in/sites/default/files/2024-05/Student%20Handbook%202018-19.pdf,https://spa.ac.in/sites/default/files/2024-05/PhD-Ordinance-II-Revised-24-03-2023.pdf,https://spa.ac.in/grievances, https://spa.ac.in/sites/default/files/2024-05/Sexual_Harassment_policy.pdf,https://spa.ac.in/resources/documentation-and-pu			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					blications-unit			
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>Total</b>			<b>100</b>	<b>100</b>		<b>100</b>	<b>100</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Fully Met	14.29	14.29	https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25, https://spa.ac.in/sites/default/files/SPA_New_Delhi_Prospectus_2024.pdf, https://spa.ac.in/sites/default/files/2024-05/Ordinance- No-1-Examination-Rules-2017.pdf, https://spa.ac.in/about/annual-report, https://spa.ac.in/downloads, https://spa.ac.in/sites/default/files/2024- 05/S	Fully Met	14.29	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tudent%20Handbook%202019-20.pdf, <a href="http://spa.ac.in/sites/default/files/2024-05/Student%20Handbook%202018-19.pdf">http://spa.ac.in/sites/default/files/2024-05/Student%20Handbook%202018-19.pdf</a> , <a href="https://spa.ac.in/sites/default/files/2024-05/PhD-Ordinance-II-Revised-24-03-2023.pdf">https://spa.ac.in/sites/default/files/2024-05/PhD-Ordinance-II-Revised-24-03-2023.pdf</a> , <a href="https://spa.ac.in/grievances">https://spa.ac.in/grievances</a> , <a href="https://spa.ac.in/sites/default/files/2024-05/Sexual_Harassment_policy.pdf">https://spa.ac.in/sites/default/files/2024-05/Sexual_Harassment_policy.pdf</a> , <a href="https://spa.ac.in/resources/documentation-and-publications-unit">https://spa.ac.in/resources/documentation-and-publications-unit</a>			
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	<a href="https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25">https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25</a> , <a href="https://s">https://s</a>	Fully Met	14.29	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					pa.ac.in/sites/default/files/SPA_New_Delhi_Prospectus_2024.pdf,https://spa.ac.in/downloads,https://spa.ac.in/sites/default/files/2024-05/Ordinance- No-1-Examination-Rules-2017.pdf, https://spa.ac.in/about/annual-reports,https://spa.ac.in/sites/default/files/2024- 05/Student%20Handbook%202019-20.pdf, https://spa.ac.in/sites/default/files/2024- 05/Student%20Handbook%202018-19.pdf, https://spa.ac.in/sites/default/files/2024-05/PhD - Ordinance-II-			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Revised-24-03-2023.pdf, <a href="https://spa.ac.in/grievances">https://spa.ac.in/grievances</a> , <a href="https://spa.ac.in/sites/default/files/2024-05/Sexual_Harassment_policy.pdf">https://spa.ac.in/sites/default/files/2024-05/Sexual_Harassment_policy.pdf</a> , <a href="https://spa.ac.in/resources/documentation-and-publications-unit">https://spa.ac.in/resources/documentation-and-publications-unit</a>			
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	<a href="https://spa.ac.in/about/annual-report">https://spa.ac.in/about/annual-report</a> , <a href="https://spa.ac.in/resources/documentation-and-publications-unit">https://spa.ac.in/resources/documentation-and-publications-unit</a>	Fully Met	28.57	Okay
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	<a href="https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25">https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25</a> , <a href="https://spa.ac.in/sites/default/files/SPA_New_Del">https://spa.ac.in/sites/default/files/SPA_New_Del</a>	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					hi_Prospectus_2024.pdf, https://spa.ac.in/downloads, https://spa.ac.in/sites/default/files/2024-05/Ordinance- No-1-Examination-Rules-2017.pdf, https://spa.ac.in/about/annual-report, https://spa.ac.in/sites/default/files/2024- 05/Student%20Handbook%202019-20.pdf, https://spa.ac.in/sites/default/files/2024- 05/Student%20Handbook%202018-19.pdf, https://spa.ac.in/sites/default/files/2024-05/PhD - Ordinance-II- Revised-24-03-2023.pdf, https://spa.ac.in/			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					grievances, https://spa.ac.in/sites/default/files/2024-05/Sexual_Harassment_policy.pdf, https://spa.ac.in/resources/documentation-and-publications-unit, https://spa.ac.in/admissions, https://spa.ac.in/resources/library, https://spa.ac.in/rti			
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25, https://spa.ac.in/sites/default/files/SPA_New_Delhi_Prospectus_2024.pdf, https://spa.ac.in/downloads, https://spa.ac.in/sites/default/files/2024-05/Or	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					dinance- No-1 -Examination- Rules-2017.p df, https://spa. ac.in/about/an nual-report, ht tps://spa.ac.in/ sites/default/fil es/2024- 05/S tudent%20Ha ndbook%2020 19-20.pdf, http s://spa.ac.in/si tes/default/file s/2024- 05/St udent%20Han dbook%20201 8-19.pdf, https ://spa.ac.in/sit es/default/files /2024-05/PhD - Ordinance-II- Revised-24-0 3-2023.pdf, htt ps://spa.ac.in/ grievances, ht tps://spa.ac.in/ sites/default/fil es/2024- 05/S exual_Harass ment_policy.p df, https://spa.			



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ac.in/resources/documentation-and-publications-unit, https://spa.ac.in/admissions, https://spa.ac.in/resources/library, https://spa.ac.in/rti			
4.3.3	Location where available	Fully Met	9.52	9.52	https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25, https://spa.ac.in/sites/default/files/SPA_New_Delhi_Prospectus_2024.pdf, https://spa.ac.in/downloads, https://spa.ac.in/sites/default/files/2024-05/Ordinance-No-1-Examination-Rules-2017.pdf, https://spa.ac.in/about/annual-report, https://spa.ac.in/	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					sites/default/files/2024- 05/Student%20Handbook%202019-20.pdf, <a href="http://spa.ac.in/sites/default/files/2024- 05/Student%20Handbook%202018-19.pdf">http://spa.ac.in/sites/default/files/2024- 05/Student%20Handbook%202018-19.pdf</a> , <a href="https://spa.ac.in/sites/default/files/2024-05/PhD - Ordinance-II- Revised-24-03-2023.pdf">https://spa.ac.in/sites/default/files/2024-05/PhD - Ordinance-II- Revised-24-03-2023.pdf</a> , <a href="https://spa.ac.in/grievances">https://spa.ac.in/grievances</a> , <a href="https://spa.ac.in/sites/default/files/2024- 05/Sexual_Harassment_policy.pdf">https://spa.ac.in/sites/default/files/2024- 05/Sexual_Harassment_policy.pdf</a> , <a href="https://spa.ac.in/resources/documentations-and- publications-unit">https://spa.ac.in/resources/documentations-and- publications-unit</a> , <a href="https://spa.ac.in/admissions">https://spa.ac.in/admissions</a> , <a href="https://spa.ac.in/">https://spa.ac.in/</a>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					resources/library			
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	<a href="https://spa.ac.in/academics/faculty">https://spa.ac.in/academics/faculty</a>	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	<a href="https://spa.ac.in/grievances">https://spa.ac.in/grievances</a> , <a href="https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25">https://spa.ac.in/academics/spa-new-delhi-prospectus-2024-25</a>	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	<a href="https://spa.ac.in/resources/library">https://spa.ac.in/resources/library</a>	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	<a href="https://spa.ac.in/contact-us">https://spa.ac.in/contact-us</a>	Fully Met	7.14	Okay
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	<a href="https://spa.ac.in/sites/default/files/2024-04/Grievance_Committee_2024.pdf">https://spa.ac.in/sites/default/files/2024-04/Grievance_Committee_2024.pdf</a> , <a href="https://spa.ac.in/grievances">https://spa.ac.in/grievances</a>	Fully Met	3.57	Okay
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	<a href="https://spa.ac.in/rti-queries">https://spa.ac.in/rti-queries</a> , <a href="https://spa.ac.in/rti-appeal">https://spa.ac.in/rti-appeal</a>	Fully Met	3.57	Okay
4.5.3	List of completed schemes/ projects/	Fully Met	3.57	3.57	<a href="https://spa.ac.in">https://spa.ac.in</a>	Fully Met	3.57	Okay

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>Total</b>			<b>168</b>	<b>168</b>		<b>168</b>	<b>168</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	<a href="https://spa.ac.in/sites/default/files/2024-04/Names%20and%20details%20of%20earlier%20CPIO%27s%20and%20FAA%27s%20%202015%20onwards.pdf">https://spa.ac.in/sites/default/files/2024-04/Names%20and%20details%20of%20earlier%20CPIO%27s%20and%20FAA%27s%20%202015%20onwards.pdf</a>	Fully Met	20.00	Okay
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	<a href="https://spa.ac.in/sites/default/files/2024-04/Audit_Report-12-04-2024.pdf">https://spa.ac.in/sites/default/files/2024-04/Audit_Report-12-04-2024.pdf</a>	Fully Met	20.00	Okay
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	<a href="https://spa.ac.in/sites/default/files/2024-04/List_of_PIO_and_FAA.PDF">https://spa.ac.in/sites/default/files/2024-04/List_of_PIO_and_FAA.PDF</a>	Fully Met	20.00	Okay
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	<a href="https://spa.ac.in/sites/default/files/2024-04/Consultancy_Committee.PDF">https://spa.ac.in/sites/default/files/2024-04/Consultancy_Committee.PDF</a>	Fully Met	20.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	https://spa.ac.in/sites/default/files/2024-04/Consultancy_Committee.PDF	Fully Met	20.00	Okay
<b>Total</b>			<b>100</b>	<b>100</b>		<b>100</b>	<b>100</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://spa.ac.in/rti	Fully Met	25.00	Okay
<b>6.2</b>	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Applicable	0	Okay
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>Total</b>			<b>25</b>	<b>25</b>		<b>25</b>	<b>25</b>	
<b>Grand Total</b>			<b>635</b>	<b>592</b>		<b>635</b>	<b>592</b>	