

Information under section 4 (1) (b) of the Right to Information Act, 2005

Sl. No.	Name Of The Manual/ Document	Remarks / Status
1	The Particulars of the Institute, its functions and duties.	<p>Budge Budge Institute of Technology is a Technical Institution situated at Nischintapur, Budge Budge, South 24 Parganas, Kolkata – 700137. West Bengal.</p> <p>Contact No : 033-24820676/70 Fax No: 033-24820641. Email : contact@bbit.edu.in Website : www.bbit.edu.in</p> <p>Prof. (Dr.) Narendra Nath Jana is appointed as the Director of the Institute. He has 31 Years of Teaching and Industry Experience. He has attained his B.E from (IEST) and M.Tech.Degree from IIT-KGP, and obtained his Ph.D.from Jadavpur University.</p> <p>BBIT offers Diploma, Graduate and Post Graduate courses in Engineering & Technology as well as Management course to the students. It is approved by AICTE, New Delhi and affiliated to MAKAUT and WBSCTVESD.</p> <p>BBIT is also accredited with NAAC and NBA (B.Tech in CE, ME, EE & ECE).</p> <p>Duties: To plan, develop, execute and monitor technical education programme as per the need of the society in particular and country as a whole. To provide consultancy, training, research and development opportunity to students, staff, faculty, society and professionals of the field.</p> <p>For more details, please refer to Click Here</p>
2	The Powers and Duties of its officers and employees	<p>The Power and Duties of its Officers and Employees are being distributed according to their positions in the Institute. All their respective Powers and Duties of each and every employee is well drafted in the Service Book of Budge Budge Institute of Technology. The Service Rule is available in Hard Copy in the organization.</p> <p>For more details, please refer to Click here</p>
3	The procedure followed in the decision making process, including channels of supervision and accountability	<p>The exercise of powers by various authorities is implemented in terms of extant of the Service Rule Book of the institute.</p>

		<p>Then there is the Board of Governors (BOG) who is responsible for the overall functioning and complete guidance.</p> <p>To foster a fruitful realization of the vision and mission of the college, it is highly desirable to have a well-knit organizational structure and we are proud to announce that BBIT has a strong one in academics and infrastructure.</p> <p>The BOG decides important matters through its meetings from time to time. There are specific provisions regarding delegation of powers which are also duly followed.</p> <p>We at BBIT believe in family kind of work culture. Basically it aims at love and affection to each and every stake-holder of the institute.</p> <p>In particular, the concept of process owners, which facilitates a perfect decentralization of activities and delegation of authorities, has proven itself to be a key concept in the success achieved by the institute on different counts. The working methodology basically is student centric, which is the dearest and highly responsible element of the system.</p> <p>Decisions in organizing admissions, seminar, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books and lab. equipment's are framed as per Act and Statutes of the Institute. The arrangements to communicate the decision is through Notice Board, College prospectus, college website etc.</p>
4	The norms set by it for the discharge of its functions	<p>Academic Functions The main function of the Institute is to facilitate the academic activity and academic administration. The subjects, syllabus, teaching load and academic calendar is formulated by the affiliated University (MAKAUT). All other academic decisions are taken by the Director of the institution in consultation with the Head of the Departments and other faculty members. Various Committees are formulated for purchases and other precedents of material for the Institute.</p> <p>Administrative Functions The administrative functions are discharged by the Director in consultation with the Administrative head as per the rules which have</p>

		<p>been laid down by the institution.</p> <p>Norms and standards for various academic activities of the college are set by the competent authority such as the Academic Council and as per the As per Act and Statutes of the Institute.</p> <p>For more details, please refer to Click here</p>
5	Acts, rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Admission rules, regulations are set by the academic Senate on academic matters. Students discipline and administrative matters are followed as per MAKAUT norms.
6	A statement of the categories of documents that are held by it or under its control	<ul style="list-style-type: none"> - Annual Report of the Department. - Annual Reports and Audited Statements of Accounts of the institute as required by the Department. - Utilization Certificates for the grants-in-aid received. - Audit Reports - Student's results/grade cards etc. - Research and Development activities. - Orders regarding appointments in respect of officers/faculty. - Memoranda of Understanding / Contracts/ Agreements executed with various agencies.
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 policy or implementation thereof	<p>With regard to arrangement for consultation or representation by the members of the public, BBIT website act as an interface between the Institute and public.</p> <p>Mechanism available through Postal Mail, Email, and a Link for 'Comments/Feedback' is available on the BBIT Website.</p> <p>Apart from this, BBIT organizes various seminars where member of the public can share their views and give inputs. The details of such events are available on the website.</p>
8	A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards and other bodies, councils, committees and other bodies are open to the public, or the minutes of the such meeting are accessible for public.	There are Boards, Councils, Committees and other bodies available in the Institute. There are experts in their respective fields nominated on these bodies and Committees. Minutes of the meeting are prepared and are not open to the public. The hard copies are well maintained, arranged and stored in Files aptly.
9	A directory of Institute's Officers and employees.	The telephone numbers of the officers are displayed on Institute's Website https://bbit.edu.in/contact-us
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	As per Institute Rules

11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee and funds are allocated accordingly. The disbursements are as per the budget allocation and finally recorded in the Annual Accounts of the Institute as a whole. For more details, please refer to Click Here
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Budge Budge Institute of Technology does provide a multi subsidy programmes to the needy students of the society. The following mentioned subsidy programmes are practiced and followed in the institute: 1. Subsidy provided to the Minority section of the society 2. The SC/ST and OBC sections of the society also falls within the various subsidy which are provided 3. TFW is also provided to the students who fall in the BPL Category. 4. Various forms of scholarships are also provided to the students
13	Particulars of recipients of concessions, permits or authorizations granted by it	Concessions are provided to the students who fall in the BPL Category and whosoever is eligible for this permit or authorization. All the activities are aimed at public benefit. Fee concession is granted by the Institute, as per specific norms
14	Details in respect of the information, available to or held by the Institute, reduced in an electronic form	Important information about functions and activities being performed is available on the BBIT website: http://bbit.edu.in/
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.	Library or Reading room is maintained for students, faculty and employee. Facility is only Institutional and not available for public use. The working hours of the Institute are from 09.30 A.M. to 5.30 P.M.
16	The names, designations and other particulars of the Public Information Officers of the Institute	The details of the Public Information Officers of the Institute along with their names, designation and other particulars are also available. For more details, please refer to Click Here
17	Such other information as may be prescribed	a. To provide for Instruction and research in such branches of engineering & technology, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches; b. To hold examinations and grant degrees, diplomas and other academic distinction or titles; c. To confer honorary degrees or other distinctions; d. To fix, demand and receive fees and other charges;

		<ul style="list-style-type: none">e. To establish, maintain and manage halls and hostels for the residence of students;f. To supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life;g. To provide for the maintenance of units of the National Cadet Corps for the students of the Institute;h. To institute academic and other posts and to make appointments there to (except in the case of the Director);i. To frame Statutes and Ordinances and to alter, modify or rescind the same;j. To deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute;k. To receive gifts, grants, donations for benefactions from the Government and to receive bequests, donations and transfer of movable and immovable properties from testators, donors or transferors as the case may be;l. To co-operate with educational or other Institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects;m. To institute and award fellowships, scholarships, exhibitions, prizes and medals; andn. To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute. <p>All such information is updated from time to time and is available on the website of BBIT http://bbit.edu.in/</p>
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