

## **1: Information Of National Institute of Technology (NIT) Uttarakhand, under section 4 (1) (b) of the RTI Act, 2005**

### ***About NIT, Uttarakhand***

National Institute of Technology (NIT) Uttarakhand is one amongst the ten newly created NITs in 2009 by the Government of India under the 11<sup>th</sup> five year plan. The Institute is fully funded by the Government of India under the Ministry of Human Resource Development. Presently, NIT Uttarakhand is carrying out its activities from its temporary campus at Government ITI Srinagar Garhwal, Uttarakhand.

Considering the increasing number of students and teachers, the Institute is in the process of expansion at its temporary campus at Srinagar, Uttarakhand. Also, the State Government of Uttarakhand has allotted 125 hectares of land at Sumari, a village situated at a distance of 22 kms from Srinagar, for the construction of its permanent campus. The Foundation Stone Laying Ceremony for the permanent campus was held on February 19<sup>th</sup>, 2014 at the hands of Honorable Chief Minister of Uttarakhand.

Currently, the Institute is running full time B.Tech. programs in Computer Science Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Mechanical Engineering, and Civil Engineering.

The Institute is governed by NIT Act 2012 and the statutes. Copy attached as <https://nituk.ac.in/pdf-files/NIT%20Act%20Final.pdf>.

### ***Vision***

To provide a global impetus to education and innovation for sustainable development of industry and society.

### ***Mission***

1. To provide an encouraging environment for education and training of technical professionals.
2. To establish as a centre of excellence for research on challenges and demands of future generations.
3. To promote innovation and leadership skills for producing competent professionals.
4. To develop research collaborations with institutions of repute.

## **Key Objectives**

(1) Subject to the provisions of this Act, every Institute shall exercise the following powers and perform the following duties, namely:-

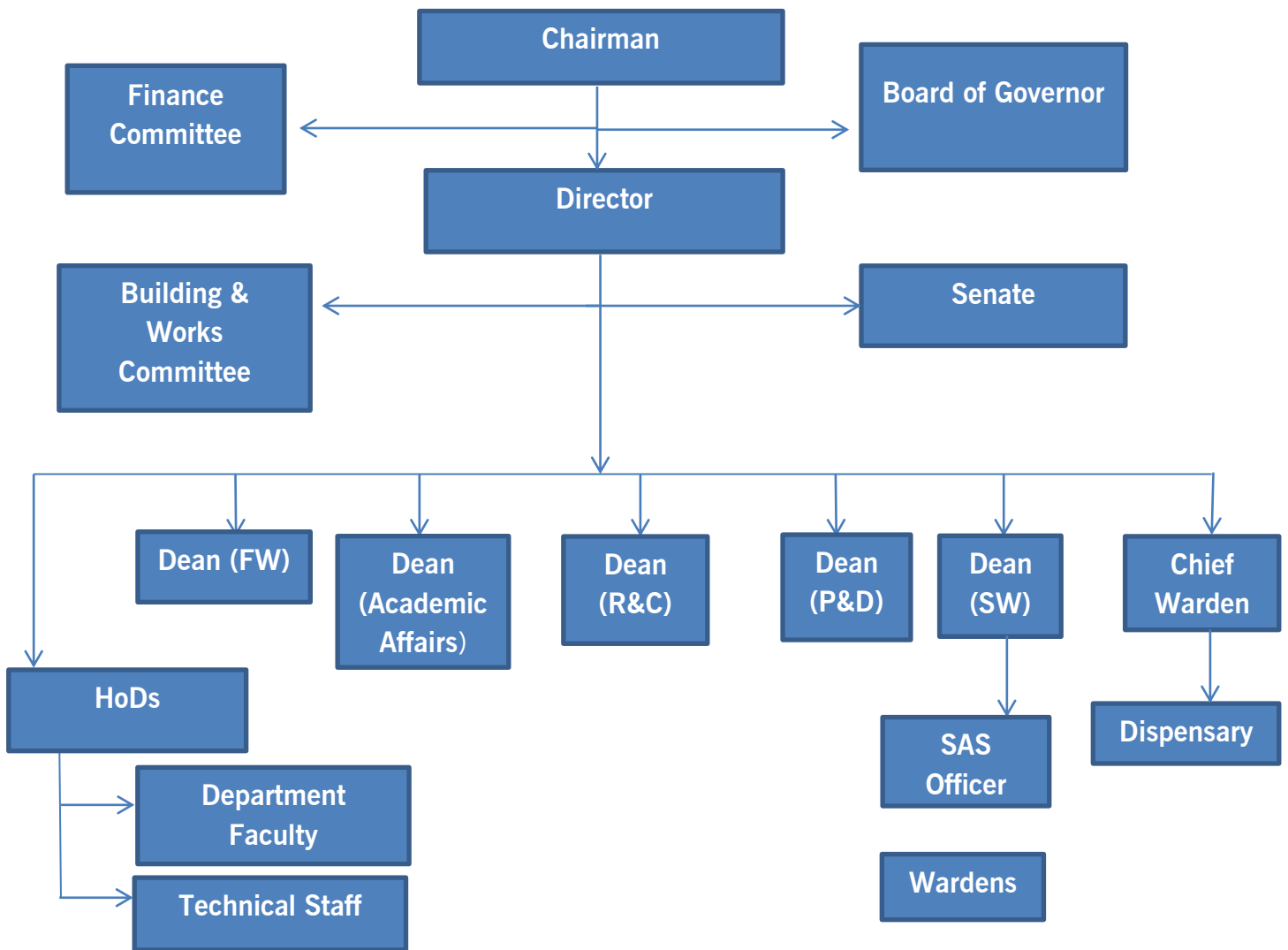
- a) To provide for instruction and research in such branches of engineering and technology, management, education, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches;
- b) To hold examinations and grant degrees, diplomas and other academic distinctions or titles;
- c) To confer honorary degrees or other distinctions;
- d) To fix, demand and receive fees and other charges;
- 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 with the prior approval of the Central Government, and to make appointments thereto excluding 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 or benefactions from the Government and to receive bequests, donations and transfers of movable or 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;
- n) To undertake consultancy in the areas or disciplines relating to the Institute; and
- o) 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.

## **Functions, Duties and Powers**

Please refer clause 6 of NIT Act 2012.

### ***Organization & Administration***

- i. NIT Council
- ii. Board of Governors
- iii. Finance Committee
- iv. Senate
- v. Building and Works Committee



**Organizational Chart**

**Office Address (Temporary Campus)**

The Director  
 National Institute of Technology, Uttarakhand  
 Srinagar, Distt. Pauri (Garhwal),  
 Uttarakhand – 246174  
 Ph. +91-01346-251249, 257400  
 E-mail: [nituttarakhand@gmail.com](mailto:nituttarakhand@gmail.com)

**2: The powers and duties of officers and employees**

The powers and duties of following officers are given in hereunder:

**The Director**

The Director is the Executive Head of the Institution.

For powers of the Director, please refer clause 17 of the Statutes.

- The Director of the Institute shall be appointed by the Visitor on contract basis on the recommendations of a search-cum Selection Committee constituted by him consisting of at least five members. The Chairperson of the Council shall be its Chairperson and the Secretary of the Department of Higher Education or his representative shall be one of its members besides three other experts in the field of technical education with experience at national and international level.
- The Director shall be appointed for a period of five years and shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Director inform specified in Schedule-A
- Subject to the Budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down in the ordinances.
- The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item: Provided that such appropriation shall not involve any increase in the budget and any liability in future years: Provided further that every such appropriation shall as soon as possible, be reported to the Board.
- The Director shall have the power to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store item lost or rendered unserviceable, due to normal wear and tear or obsolete up to a limit of twenty five thousand rupees subject to such stipulations as may be made by the Board from time to time.
- The Director shall have the power to donate obsolete equipment or store items, as identified by a Committee constituted for this purpose by the Director, to any educational institution in the vicinity of the Institute up to such limits as may be decided by the Board from time to time.
- The Director, where he is the appointing authority, shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum, of the scale, but not involving more than five increments, in respect of posts to which appointment can be made by him under the powers vested in him by the provision of the Act or these statutes.
- The Director shall have the power to employ Teaching Supporting Staff in the Laboratories, Technician or Technical Instructors and Skilled Workmen, paid from contingencies from time to time, for not more than one year on such remuneration as decided by the Board.
- The Director shall have the power to send member of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified in the ordinances.
- The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- If for any reason the Registrar is temporarily absent for a period not exceeding one month; the Director may take over or assign to any faculty member or member of staff of the Institute, any of the functions of the Registrar as he deems fit: Provided that if at any time the temporary absence; of the Registrar exceeds one month, the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar, for a period exceeding one month.

- All contracts for an on behalf of the Institute except the one between the Institute and the Director shall when authorized by a resolution of the Board passed in that behalf be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- The Director may, during his absence from headquarters, specifically authorize in writing the Deputy Director or in his absence, one of the Deans or the senior most Professor present to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf.
- The Director may, at his discretion constitute such committees, as he may consider appropriate for smooth functioning of the Institute.
- In the event of the occurrence of any vacancy in the Office of the Chairperson by reason of his death, resignation or otherwise or in the event of the Chairperson being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson under section 16 of the Act.
- The Director may, with the approval of the Board delegate any of his powers, authorities or responsibilities vested in him by virtue of the Act and Statutes to one or more members of Academic or Administrative Staff of the Institute.
- The disciplinary powers for Director of the Institute shall be decided by the Board of Governors of the respective National Institute of Technology from time to time.

### ***The Deans***

- For powers of the Dean, please refer clause 19 of the Statutes.
- The Institute shall establish not more than six Deanships.
- The Director shall appoint the Deans with intimation to the Chairperson, Board of Governors.
- Only Professors or Associate Professors shall be eligible for becoming Deans.
- Broad functions of Deans are enumerated in the Schedule „c“

### ***Head of the Department***

- For powers of the Head of the Department, please refer clause 20 of the Statutes.
- Each Department and Centre of the Institute shall be placed in charge of a Head who shall be selected by the Director, from amongst the Professors and Associate Professors of that Department or Centre: Provided that if a Department or Centre has no Professor or Associate Professor, the Director may appoint an Assistant Professor of that Department or Centre to head the Department or Centre.
- The Head of a Department or Centre shall hold his post for a term of Two Years. Provided that after the expiry of his term of office, he shall continue to hold office till the appointment of his successor: Provided further that no person shall head a Department or Centre continuously for a period exceeding three years unless he is specially appointed at least for a second term.
- The Director may himself take temporary charge of a Department or place it under the charge of the Deputy Director or a Professor from another Department for a period not exceeding six months.
- The head of Department shall be responsible for the entire working of the Department subject to the general control and supervision of the Director.

- The Head of Department shall be duty bound to see that the decisions of the authorities of the Institute and of Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director or Senate.
- When appointment to the post of head of Department or Centre becomes due, the Director shall ascertain the willingness of the persons eligible to be appointed as Head, for being so appointed, and shall generally select a person by rotation from among eligible and willing persons.
- Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with the prior approval of the Chairperson, Board of Governors and for reasons to be recorded in writing and shall also be reported to the Senate and the Board, along with reasons for deviation, in their next meetings.

### ***The Registrar***

- For powers of the Registrar, please refer clause 20 of the Statutes.
- The Registrar shall be appointed for a fixed term of not exceeding five years on deputation or contract basis.
- The Registrar shall act as Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes to act as such.
- The review of performance of the Registrar upon completion of one years of service may be carried out by the Committee to be constituted by the Board
- The Registrar of every Institute shall be appointed on such terms and conditions as may be laid down by the Statutes and shall **be the custodian of records**, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge.
- The Registrar shall act as the Secretary of the Board, Senate and such committees as may be prescribed by the Statutes. [Pt. 10 of the Amendment Act] [Amendment of Section 12] Terms of office of , vacancies among, and allowances payable to, members of Board [IISERs] Powers and functions of Board Senate Functions of Senate Chairperson of Board [Pt. 11 of the Amendment Act] [Amendment of Section 17] Director and Deputy Director Registrar (4)
- The Registrar shall be responsible to the Director for the proper discharge of his functions.
- The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or by the Director.

### ***Other Employees***

Employees are classified in two major categories.

- (i) Technical and (ii) Administrative or Ministerial.

(i) Technical: The employees are designated as Technical Assistant, Technician, Laboratory Assistant, Library Assistant, Work Assistant, Students Activities and Sports Assistant.

Appointment of the above employees is with the Technical qualifications as per the requirement of the academic departments and sections/centers.

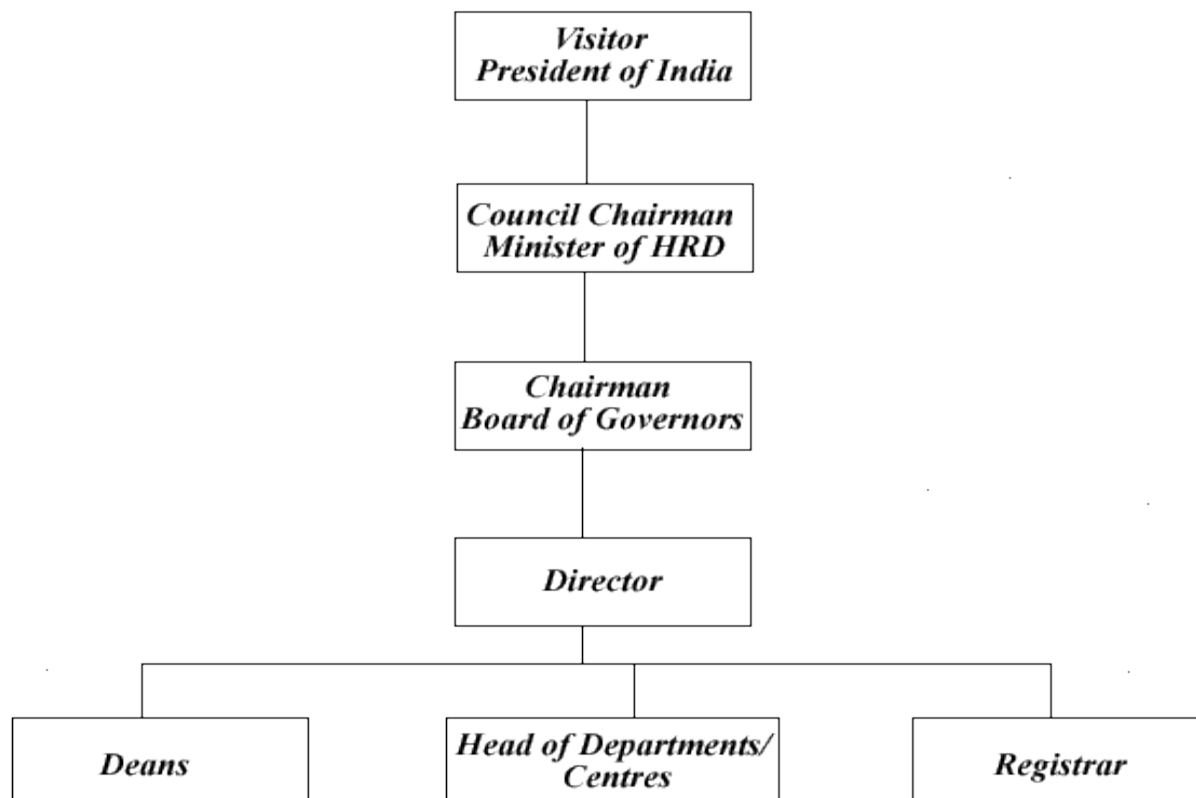
(ii) Administrative/Ministerial: The designation in this category ranges from Junior Assistant to Superintendent.

The employees have to carry out their duties as per the duty chart and are responsible to their respective superiors.

A list of Technical and Administrative staff at this Institute is placed at [https://nituk.ac.in/rti/2020/Salary%20Details%20\(Sept-2020\).pdf](https://nituk.ac.in/rti/2020/Salary%20Details%20(Sept-2020).pdf).

### ***Decision making process, channels of Supervision & Accountability***

The Board of Governors is the supreme decision making authority of the Institute. Also the Building and Works Committee takes decisions relating to construction and civil maintenance, electrical maintenance, the Finance Committee decides the financial policies and the Senate takes care of all academic matters.



***Constitution and powers of these committees can be referred from the Act and Statutes.***

The agenda is prepared as per the requirement and placed before the appropriate Committee(s) for decision/directives. Apart from this the Director constitutes committees comprising senior faculty members and officers to decide the matters related to students discipline, welfare, hostels etc. and also for the addressing the problems of the staff and arriving at amicable solution (within the framework of rules).

Deputy Registrar, Assistant Registrar, Medical Officer, Heads of the Departments, Centre Incharge, Section Heads supervise and monitor the work of their subordinates and are directly responsible to the Director. Every regular employee is accountable for the work assigned to him/her.

### ***Norms set for the discharge of functions***

Every staff of the Institute is governed by the rules framed/adopted by the Board of Governors. For lapses in discharge of their duties, the employees are liable for disciplinary action. At present the Institute has adopted Civil Services discipline and conduct rules for its employees. Annual Performance Reports are also maintained which play very important role in career building of the employees.

### **3: Rules, regulations, instructions, Manuals & Records used for discharging its functions**

Decisions of the Board of Governors and other Statutory Committees are executed. The Civil Services Rules as applicable to Central Government employees of the Institute. The Board of Governors prepared a manual for Retention of Record which is placed at <http://nituk.ac.in/tablesnit.php?id=man> .

The orders, notifications received from the Ministry of Human Resource Development, Department of Higher Education are implemented appropriately.

### **4: Categories of documents held by NIT Uttarakhand or under its control**

The documents are classified in two main categories (i) Confidential and (ii) Non- confidential.

#### ***I) Documents pertaining to Academics:***

- a. Ordinances, rules and regulation for academic programs.
- b. Information about the students/researchers admitted in the Institute.
- c. Data regarding examination, attendance, marks, results, etc.

#### ***II) Finance and Accounts:***

- a. Pay-bills, payment vouchers
- b. Audit reports (of a permissible time period)
- c. Annual Reports

#### ***III) Documents pertaining to Establishment:***

- a. Recruitment Rules for teaching and non-teaching staff.
- b. Prevention of sexual harassment of women at their work place.
- c. For governing service, Central Civil Services Rules are adopted.
- d. Personal file of each individual employee.
- e. Service Book of every employee.
- f. Pay-bill record.
- g. Reservation roster.
- h. Departmental Enquiries.
- i. APAR forms.
- j. Annual Property Returns.
- k. Deputation



#### **IV) Stores Section:**

- a. Tender notices and other related correspondence, purchase orders, finalization of procurement record, stock verification record, stock books.

#### **V) Administration:**

- a. Agenda and minutes of all Statutory Committees and other committees, office orders, notifications, Office Memorandum, etc.

### **5: 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**

- a. Representation of media, Police, NGO and parents of the students are on Anti-Ragging Committee.
- b. To address the grievances of working women's and female students, the Institute has Women Cell which has representation from NGO.

### **6: A statement of the Boards, Councils, Committees and other bodies constituted {Section 4(I) b (8)}**

Meetings are not open to the public, however, The minutes of the meetings of the Board, Senate, Finance Committee and Building & Works Committee are placed on website of the Institute.

Please Refer <http://nituk.ac.in/pdf-files/Statutes%20NIT%20Uttarakhand.pdf> and <https://nituk.ac.in/pdf-files/NIT%20Act%20Final.pdf> for state of boards, councils Committees and other bodies constituted.

Please Refer <https://nituk.ac.in/tablesnit.php> for minutes of the Meetings of different Committees.

### **7: The directory of its employees and its officials**

The directory of officers and non-teaching employees is placed at <https://nituk.ac.in/rti02.php> .

### **8: Monthly remuneration received by each officer and employee, including the system of compensation as provided in its regulations {Section 4(I) b (10)}**

The details of the monthly salary with allowances as admissible to the posts exists in the Institute is placed designation wise at [https://nituk.ac.in/rti/2020/Salary%20Details%20\(Sept-2020\).pdf](https://nituk.ac.in/rti/2020/Salary%20Details%20(Sept-2020).pdf) .

### **9: No. of employees against whom disciplinary action has been proposed/ taken (Section 4(2))**

As on date No case is pending against whom disciplinary action is pending for Major/Minor penalty.

**10: The budget allocation to each Department indicating the particulars of all plans, proposed expenditure, and reports on disbursements made {Section 4(l) b (11)}**

Please refer Annual Report for Financial Status of the Institute. The report of annual account is available at <http://nituk.ac.in/tablesnit.php?id=annuacc> .

Figure in Lakhs						
S.No.	Year	Mechanical Engineering	Civil Engineering	Computer Science & Engineering	Electrical Engineering	Electronics Engineering
1	2017-18	57.12	57.12	57.12	57.12	57.12
2	2018-19	73.04	73.04	73.04	73.04	73.04
3	2019-20	29.09	29.09	29.09	29.09	29.09

**Budget for Travelling Expenses**

S. No.	Financial Year	Budget in Rs.
1	2017-18	18,85,175/-
2	2018-19	39,32,568/-
3	2019-20	34,07,038/-

**11: Details in respect of the information, available to or held by it, reduced in an electronic form {Section 4(l)b(14)}**

Most of the information is available on the Institute website at ([www.niuk.ac.in](http://www.niuk.ac.in))

**12: 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 (15)}**

The Library of the Institute is primarily meant for the Faculty, Officers, Students and the Employees of the Institute only, and not for the public in general. Medical facilities of the institute are available for the public where time to time public take consultant with visiting doctor and with the nurse.

**13: The names, designations and other particulars of the Public Information Officers; {Section 4(l) b (16)}**

**1. The Public Information Officer of the Institute is:**

**Current Public Information Officer**

**Dr. Vineeta Negi Panwar, Assistant Registrar**  
National Institute of Technology Uttarakhand,  
Srinagar (Garhwal)- 246174  
Telephone: 01346-257403  
email: vineetanegi@nituk.ac.in

***Previous Public Information Officer***

**Mr. Jagdeep Singh, Assistant Registrar (Accounts)**

National Institute of Technology Uttarakhand,  
Srinagar (Garhwal)- 246174  
Telephone: 01346-257405  
email: [jagdeepsingh@nituk.ac.in](mailto:jagdeepsingh@nituk.ac.in)

**14: Such other information as may be prescribed {Section 4(I) b (17)}**

***Information about the following is also available on our website.***

- Department and Centres
- Admissions (Undergraduate, PG and Ph. D.)
- Library & Information Centre
- Academic Calendar
- Campus Recruitment
- Tenders
- Training Programmes organised /to be organised during the current session
- Course Curriculum/Structure
- Details of Faculty and other staff