

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 11th five year plan. The Institute is fully funded by the Government of India under the Ministry of Education. 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 construction work of first phase measuring 60 acres of land has already been started for the capacity of 1260 students and expected period of completion of construction is October, 2027.

Currently, the Institute is running full time B.Tech./M.Tech. programs in Computer Science & Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, Mechanical Engineering, Civil Engineering and full/part time Ph.D. in Computer Science & Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, Mechanical Engineering, Civil Engineering, Physics, Chemistry, English & Mathematics.

The Institute is governed by NIT Act and the Statutes and the copy of the same is available on the Institute website <https://www.nituk.ac.in/statute>.

1.1: Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]

1.1.1: Name and address of the Organization:

National Institute of Technology, Uttarakhand Srinagar,
Distt. Pauri (Garhwal), Uttarakhand – 246174
Phone: +911346-251249, 257400
E-mail: nituttarakhand@nituk.ac.in

Details are also available on the Institute website <https://nituk.ac.in/nituk-contact>

1.1.2: Head of the organization: Details available on the Institute website <https://nituk.ac.in/director>

1.1.3: Vision & Mission

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:

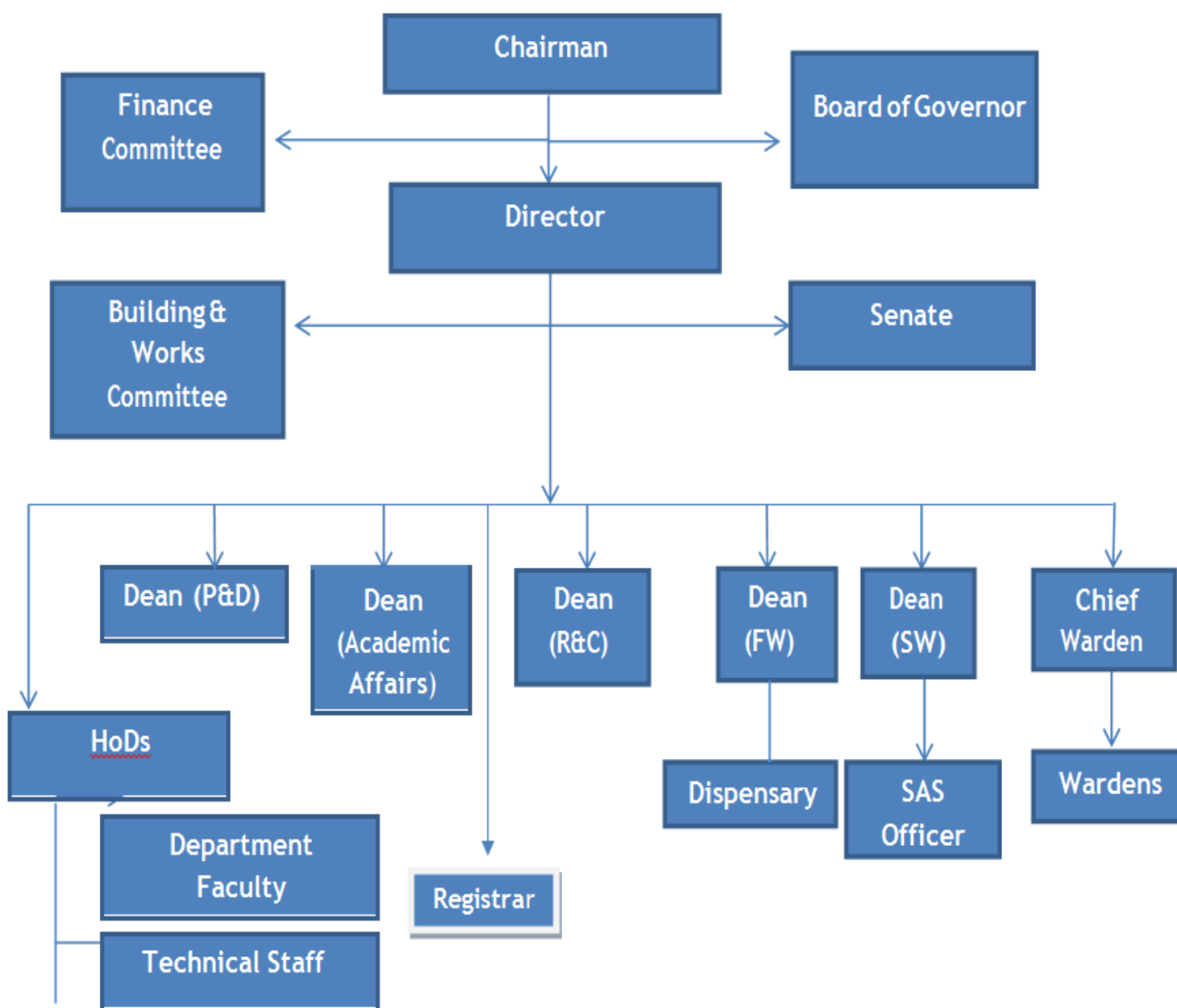
- (1) Subject to the provisions of this Act, every Institute shall exercise the following powers and perform the following duties, namely:
- a) To provide for instruction and research in such branches of engineering and technology, management, education, sciences and arts, as the Institute may think 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 transfer or, 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.

1.1.4: Functions, Duties and Powers: Please refer clause 6 of NIT Act and the same is available on the Institute website <https://www.nituk.ac.in/statute>.

1.1.5: Organization & Administration:

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

Organizational Chart



1.1.6: Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/Commissions constituted from time to time have been dealt

The details of the departments, their HoDs and Faculty members are available on Institute website under the tab Departments on main webpage. The details of HoDs, since 2016 is as under:

| Year | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|--------------------------|-------------------------|--------------------------|---------------------------|---------------------------|--------------------------|----------------------------|----------------------------|----------------------------|
| Mathematics | Dr. I. M. Nagpure | Dr. I. M. Nagpure | Dr. I. M. Nagpure | Dr. Renu Bhadola Dangwal | Dr. Nitin Sharma | Dr. Nitin Sharma | Dr. Nitin Sharma | Dr. Kuldeep Sharma | Dr. Kusum Sharma |
| | | | Dr. Renu Bhadola Dangwal | Dr. Nitin Sharma | | | Dr. Kuldeep Sharma | | |
| Chemistry | Dr. I. M. Nagpure | Dr. I. M. Nagpure | Dr. I. M. Nagpure | Dr. Renu Bhadola Dangwal | Dr. Pankaj Kandwal | Dr. Pankaj Kandwal | Dr. Pankaj Kandwal | Dr. Rampal Pandey | Dr. Rakesh Kumar Mishra |
| | | | Dr. Renu Bhadola Dangwal | Dr. Pankaj Kandwal | | | Dr. Rampal Pandey | | |
| Physics | Dr. I. M. Nagpure | Dr. I. M. Nagpure | Dr. I. M. Nagpure | Dr. Renu Bhadola Dangwal | Dr. Hardeep Kumar | Dr. Hardeep Kumar | Dr. Hardeep Kumar | Dr. Manvendra Singh Khatri | Dr. Manvendra Singh Khatri |
| | | | Dr. Renu Bhadola Dangwal | Dr. Hardeep Kumar | | | Dr. Manvendra Singh Khatri | | |
| Humanities & Social Science | Dr. I. M. Nagpure | Dr. I. M. Nagpure | Dr. I. M. Nagpure | Dr. Renu Bhadola Dangwal | Dr. Renu Bhadola Dangwal | Dr. Renu Bhadola Dangwal | Dr. Ajay Kumar Chaubey | Dr. Renu Bhadola Dangwal | Dr. Renu Bhadola Dangwal |
| | | | Dr. Renu Bhadola Dangwal | | | | Dr. Ajay Kumar Chaubey | | |
| Mechanical Engineering | Dr. Vikas Kuksahl | Dr. Anshul Sharma | Dr. Anshul Sharma | Dr. Sanat Agrawal | Dr. Lalta Prasad | Dr. Lalta Prasad | Dr. Lalta Prasad | Dr. Sanat Agrawal | Dr. Sanat Agrawal |
| | Dr. Anshul Sharma | | Dr. Sanat Agrawal | Dr. Lalta Prasad | | | Dr. Vinod Singh Yadav | | |
| Electrical Engineering | Dr. Prakash Dwivedi | Dr. Saumendra Sarangi | Dr. Saumendra Sarangi | Dr. Prakash Dwivedi | Dr. Sourav Bose | Dr. Sourav Bose | Dr. Mahiraj Singh Rawat | Dr. Sourav Bose | Dr. Sourav Bose |
| | Dr. Saumendra Sarangi | | Dr. Prakash Dwivedi | Dr. Sourav Bose | | | Dr. Mahiraj Singh Rawat | | |
| Electronics Engineering | Dr. Santosh Kumar Bhagat | Dr. Pankaj Kumar Pal | Dr. Pankaj Kumar Pal | Dr. Hariharan Muthusamy | Dr. Tajinder Singh Arora | Dr. Tajinder Singh Arora | Dr. Tajinder Singh Arora | Dr. Sarika Pal | Dr. Siva Kumar Tadepalli |
| | Dr. Pankaj Kumar Pal | | Dr. Hariharan Muthusamy | Dr. Tajinder Singh Arora | | | Dr. Sarika Pal | | |
| Computer Science & Engineering | Dr. Nitin Kumar | Dr. Nitin Kumar | Dr. Judhistir Mahapatro | Dr. Ram Bahadur Patel | Dr. Krishan Kumar | Dr. Krishan Kumar | Dr. Krishan Kumar | Dr. Kamal Kumar | Dr. Kamal Kumar |
| | | Dr. Judhistir Mahapatro | Dr. Ram Bahadur Patel | Dr. Krishan Kumar | | | | | |
| Civil Engineering | Dr. Smita Kaloni | Dr. Himanshu Sharma | Dr. Aditya Kumar Anupam | Dr. Vikas Pratap Singh | Dr. Kranti Gyanchand Jain | Dr. Aditya Kumar Anupam | Dr. Kranti Gyanchand Jain | Dr. Kranti Gyanchand Jain | Dr. Aditya Kumar Anupam |
| | Dr. Himanshu Sharma | Dr. Aditya Kumar Anupam | Dr. Vikas Pratap Singh | Dr. Kranti Gyanchand Jain | Dr. Aditya Kumar Anupam | | | | |

1.2: Power and duties of its officers and employees[Section 4(1) (b)(ii)]

1.2.1 & 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 <https://www.nituk.ac.in/statute>.

- 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 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.
- (ii) Administrative or Ministerial.

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.

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 available at <https://www.nituk.ac.in/disclosure-us-4-of-rti-act-2005>.

1.2.3: Rules/ orders under which powers and duty are derived: Rules / orders under which powers and duty are derived from NIT Act & Statutes (<https://www.nituk.ac.in/statute>).

1.2.4: Exercised: The duties are exercised as per NIT Act & Statutes (<https://www.nituk.ac.in/statute>).

1.2.5: Work allocation: The work allocation is as per NIT Act & Statutes and instructions given by the competent authority from time to time (<https://www.nituk.ac.in/statute>).

1.3: Procedure followed in decision making process [Section 4(1)(b)(iii)]

1.3.1,2&3: Process of decision making Identify key decision making points, Final decision making authority & Related provisions, acts, rules etc.: 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 (<https://www.nituk.ac.in/statute>).



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.

1.3.4: Time limit for taking decisions: Time limit for all academic related matters is available in the ordinances of the Institute and academic calendar which is available on the Institute website (<https://nituk.ac.in/academic-calendar>). However, time limit of other matters of the Institute is governed by the NIT Act & Statutes and as per the directions communicated through office orders issued from time to time by the authorities.

1.3.5: Channel of supervision and accountability: Channel of supervision is as per the organization chart of the Institute. Every employee is accountable towards duties assigned by the competent authority and as per the NIT Act and Statutes.

1.4: Norms for discharge of functions[Section 4(1)(b)(iv)]

1.4.1,2,3&4: Nature of functions/ services offered, Norms/ standards for functions/ service delivery, Process by which these services can be accessed & Time-limit for achieving the targets: The nature of functions of the Institute and norms/standards for functions/service delivery are as per NIT Act, Statutes & Ordinance of the students (<https://nituk.ac.in/statute> & <https://nituk.ac.in/ordinance>). These services can be accessed from the Institute website. The time-limit for achieving the targets is mentioned in the Academic Calendar of the Institute which is available on the Institute website (<https://nituk.ac.in/academic-calendar>). 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.

1.4.5: Process of redress of grievances: Employees of the Institute who have any grievance can approach to the Grievance Cell directly. The Grievances Cell is constituted by the Institute, the details are available on the Institute website (<https://www.nituk.ac.in/grievance-cell>).

1.5: Rules, regulations, instructions, Manuals & Records used for discharging its functions [Section 4(1)(b)(v)]

1.5.1&2: Title and nature of the record/ manual /instruction/List of Rules, regulations, instructions manuals and records: Decisions of the Board of Governors and other Statutory Committees are executed. The Central 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 <https://www.nituk.ac.in/manual>. The details of agenda and minutes of the Board and other committees of the Institute are available on Institute website. The orders, notifications received from the Ministry of Education, Department of Higher Education are implemented appropriately.

1.5.3: Acts/ Rules manuals etc.: Available on Institute website (<https://www.nituk.ac.in/manual>).

1.5.4: Transfer policy and transfer orders: NIT Uttarakhand is an institute of national importance under the Ministry of Education. Hence transfer policy outside the Institute is not applicable on the employees of the Institute. However transfer from one section to other section are made as per the requirement (<https://www.nituk.ac.in/rti-info>).

1.6: Categories of documents held by NIT Uttarakhand or under its control [Section 4(1)(b) (vi)].

1.6.1: Categories of documents: 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. Annual Property Returns.
- j. 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.

1.6.2: Custodian of documents/categories: As per NIT Act, Registrar of the Institute is the custodian of the documents. All the documents are kept in the concerned sections/departments.

1.7: Boards, Councils, Committees and other bodies constituted as part of the Public Authority [Section 4(1) b (viii)]

1.7.1: Name of Boards, Council, Committee etc.: As per NIT Act & Statutes (<https://nituk.ac.in/statute>).

1.7.2: Composition: As per NIT Act & Statutes (<https://nituk.ac.in/statute>).

1.7.3: Dates from which constituted: The NIT Uttarakhand was sanctioned by the Govt. of India vide letter no.F-23-13/2009-TS.III dated 30/10/2009. Accordingly, the constitution was applicable from the said date.

1.7.4: Term/ Tenure: As per NIT Act & Statutes (<https://nituk.ac.in/statute>).

1.7.5: Powers and functions: As per NIT Act & Statutes (<https://nituk.ac.in/statute>).

1.7.6&7: Whether their meetings are open to the public? Whether the minutes of the meetings are open to the public? 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 the Institute website.

1.7.8: Place where the minutes if open to the public are available?: Please refer <https://www.nituk.ac.in/bog-meeting>, <https://www.nituk.ac.in/finance-committee-meetings>, <https://www.nituk.ac.in/sitePages/topic/247>, <https://www.nituk.ac.in/senate-meeting>, <https://www.nituk.ac.in/sitePages/topic/251> and <https://www.nituk.ac.in/meeting-of-grievance-cell> for minutes of the Meetings of different Committees.

1.8: Directory of officers and employees[Section 4(1) (b) (ix)]

1.8.1: Name and designation: The directory of officers and non-teaching employees is placed at <https://www.nituk.ac.in/disclosure-us-4-of-rti-act-2005>.

1.8.2: Telephone, fax and email ID:

National Institute of Technology, Uttarakhand Srinagar,
Distt. Pauri (Garhwal), Uttarakhand – 246174
Phone: +911346-251249, 257400; E-mail: nituttarakhand@nituk.ac.in

1.9: Monthly remuneration received by each officer and employee, including the system of compensation as provided in its regulations [Section 4(l) b (10)]:

1.9.1: List of employees with Gross monthly remuneration: The details of the monthly salary with allowances as admissible to the posts exists in the Institute is placed designation wise at <https://www.nituk.ac.in/disclosure-us-4-of-rti-act-2005>.

1.9.2: System of compensation as provided in its regulations: Students have been given remission in the tuition fees as per the directions of the Ministry of Education. Employees are eligible for LTC, Children Education Allowance etc.

1.10: Name, designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]

1.10.1: Name and designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority: The details are available at <https://www.nituk.ac.in/rti-officer-details>.

1.10.2: Address, telephone numbers and email ID of each designated official: The details are available at <https://www.nituk.ac.in/rti-officer-details>.

1.11: No. of employees against whom Disciplinary action has been proposed/ taken [Section 4(2)].

1.11.1: No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings: NIL

1.11.2: Finalised for Minor penalty or major penalty proceedings: Four (Three minor penalty and One major penalty).

1.12: Programmes to advance understanding of RTI (Section 26).

1.12.1: Educational programmes: The CPIO of the Institute will engage the training programmes/workshop for the employees and students regarding RTI awareness.

1.12.2: Efforts to encourage public authority to participate in these programmes: The CPIO will send/issue the email and Circular for the encouragement of public authority to participate in these programmes.

1.12.3: Training of CPIO/APIO: Mr. Jagdeep Singh, Former CPIO attended the Annual Convention of CIC from 08/11/2022 to 10/11/2022 held at Vigyan Bhawan, New Delhi.

1.12.4: Update & publish guidelines on RTI by the Public Authorities concerned: All the RTI related guidelines and updates are available on the Institute website (<https://www.nituk.ac.in/right-to-informations>).

1.13.1: Transfer policy and transfer orders [FNo.1/6/2011-IR dt. 15.4.2013]: NIT Uttarakhand is an Institute of national importance under the Ministry of Education. Hence, transfer policy outside the Institute is not applicable on the employees of the Institute. However transfer from one section to other section are made as per the requirement of the Institute. The details of transfer orders are available on the Institute website (<https://www.nituk.ac.in/rti-info>).

2: Budget and Programme

2.1: Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

2.1.1: Total Budget for the public authority: Please refer Annual Report for Financial Status of the Institute. The report of Annual Account is available in the Institute website (<https://www.nituk.ac.in/annual-reports>).

2.1.2: Budget for each agency and plan & programmes: The department wise Budget allocation is as follows:

| Figures in Lakhs | | | | | | | | | | |
|------------------|---------|-------------|-------------|--------------------|------------------|-------------------|---------|-----------|-------------|------------------------------|
| S. No. | Year | Mech. Engg. | Civil Engg. | Comp. Sci. & Engg. | Electrical Engg. | Electronics Engg. | Physics | Chemistry | Mathematics | Humanities & Social Sciences |
| 1 | 2023-24 | 198.00 | 170.06 | 138.00 | 100.00 | 81.28 | 40.00 | 40.00 | 6.00 | 13.00 |
| 2 | 2022-23 | 63.25 | 75.28 | 123.33 | 59.09 | 87.45 | 49.40 | 57.10 | 3.04 | 2.00 |

2.1.3&4: Proposed expenditures/Revised budget for each agency, if any:

Please refer Annual Accounts which are available in the Institute website (<https://www.nituk.ac.in/sitePages/topic/250>).

2.1.5: Report on disbursements made and place where the related reports are available:

Please refer Annual Accounts which are available in the Institute website (<https://www.nituk.ac.in/sitePages/topic/250>).

2.2: Foreign and domestic tours (F.No.1/8/2012- IR dt. 11.9.2012)

2.2.1: Budget:

No separate budget is earmarked for the foreign and domestic tour. Please refer Annual Accounts which are available in the Institute website (<https://www.nituk.ac.in/sitePages/topic/250>).

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:

Please refer Institute website for the details of the domestic tours (<https://www.nituk.ac.in/sitePages/topic/249>). The details of the foreign tours are as follows:

| S. No. | Name & Designation | Reason | Amount incurred |
|--------|--|---|-------------------------------------|
| 1. | Dr. Dharmendra Tripathi, Associate Professor (Mathematics) | To attend the International Conference on recent Advances in Applied Mathematics (RAAM-2023) at BITS Pilani, Dubai Campus, UAE from 18/06/2023 to 23/06/2023. | ₹91,454/- (reimbursed through CPDA) |

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 contract is to be executed:

Please refer Institute website for the details (<https://www.nituk.ac.in/cppp-tenders>, <https://www.nituk.ac.in/lte-tenders> & <https://www.nituk.ac.in/rti-info>)

2.3: Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1: Name of the programme of activity: Not applicable.

2.3.2: Objective of the programme: Not applicable.

2.3.3: Procedure to avail benefits: Not applicable.

2.3.4: Duration of the programme/ scheme: Not applicable.

2.3.5: Physical and financial targets of the programme: Not applicable.

2.3.6: Nature/ scale of subsidy /amount allotted: Not applicable.

2.3.7: Eligibility criteria for grant of subsidy: Not applicable.

2.3.8: Details of beneficiaries of subsidy programme (number, profile etc.):

Not applicable.

2.4: Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

2.4.1: Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions Annual accounts of all legal entities who are provided grants by public authorities: Not applicable.

2.4.2: Annual accounts of all legal entities who are provided grants by public authorities: Not applicable.

2.5: Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)].

2.5.1: Concessions, permits or authorizations granted by public authority:

The Institute provides tuition fees waiver to the students based on the caste/income certificate. Please refer Institute website for the fee details <https://www.nituk.ac.in/fees-expenses>.

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: Please refer Institute website for the fee details <https://www.nituk.ac.in/fees-expenses>.

2.5.3: CAG & PAC paras [F.No.1/6/2011-IR dated 15.4.2013]: Please refer Institute website for the details <https://www.nituk.ac.in/sitePages/topic/240>.

3: Publicity Band Public interface

3.1: 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]:

Representation of media, Police, NGO and parents of the students are on Anti-Ragging Committee. To address the grievances of working women's and female students, the Institute have Internal Complaints Committee (ICC) which has representation from NGO (<https://www.nituk.ac.in/internal-complaints-committee>).

3.1.1: Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens: Not applicable

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

3.1.3: Public-Private Partnerships (PPP)-Details of Special Purpose Vehicle (SPV), if any: Not applicable

3.1.4: Public-Private partnerships (PPP)-Detailed project reports (DPRs):

Not applicable

3.1.5: Public-Private Partnerships (PPP)-Concession agreements: Not

applicable

3.1.6: Public-Private Partnerships (PPP)-Operation and maintenance manuals: Not applicable

3.1.7: Public-Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP: Not applicable

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

3.1.9: Public-Private Partnerships (PPP) -Information relating to outputs and outcomes: Not applicable

3.1.10: Public-Private Partnerships (PPP)-The process of the selection of the private sector party (concessionaire etc.): Not applicable

3.1.11: Public-Private Partnerships (PPP) - All payment made under the PPP project: Not applicable

3.2: Are the details of policies / decisions, which affect public, informed to them [Section 4(1)(c)]

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:

The policies and decisions regarding the Institute are taken by the Board. The agenda and minutes of the Board meeting are available on the Institute website (<https://www.nituk.ac.in/bog-meeting>).

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:

The policies and decisions regarding the Institute are taken by the Board. The agenda and minutes of the Board meeting are available on the Institute website (<https://www.nituk.ac.in/bog-meeting>). The Board meetings are not open to the public.

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:

The policies and decisions regarding the Institute are taken by the Board. The agenda and minutes of the Board meeting are available on the Institute website (<https://www.nituk.ac.in/bog-meeting>). All the financial matters are placed before the Finance Committee before placing the same to the BoG. The minutes of the Finance Committee are placed before the Board.

3.3: Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

3.3.1: Use of the most effective means of communication - Internet (website): The Institute website is www.nituk.ac.in.

3.4: Form of accessibility of information manual/ handbook[Section 4(1)(b)]

3.4.1: Information manual/handbook available in Electronic format: Please refer Institute website for the details <https://www.nituk.ac.in/manual>.

3.4.2: Information manual/handbook available in Printed format: The details available in the Institute.

3.5: Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

3.5.1: List of materials available Free of cost: NIT Act and Statutes, Academic Ordinances, Fee Structures, Agenda and Minutes of the Board of Governors/Finance Committee/Senate/Buildings and Works Committee etc.

3.5.2: List of materials available at a reasonable cost of the medium: Most of the information is freely available on the Institute website. Any other information asked under RTI Act 2005 is provided at the rate ₹2 per page.

4: E-Governance

4.1: Language in which Information Manual/Handbook Available [F.No.1/6/2011-IR dated 15.4.2013]

4.1.1: English: Yes

4.1.2: Vernacular/Local Language: The documents related to Self-appraisal of RTI and Annual Reports are available in Hindi language also.

4.2: When was the information Manual/Handbook last updated? [FNo.1/6/2011-IR dt 15.4.2013]

4.2.1: Last date of Annual updation: 15/07/2024

4.3: Information available in electronic form [Section 4(1)(b)(xiv)]

4.3.1: Details of information available in electronic form: The details are as follows:

1. About the Institute.
2. Information about administration.
3. Information about academics.
4. Information about departments.
5. Information about student life.
6. Information about central facilities.
7. Information about various committees of the Institute.
8. Information about procurement.
9. Information about recruitment & recruitment rules.
10. Other information related to RTI.

4.3.2: Name/ title of the document/record/other information: The details are as follows:

1. NIT Act & Statutes.
2. Academic Ordinances.
3. Fees structures.
4. Tender documents.
5. Minutes of the BoG, FC, BWC & Senate.
6. Office Orders.
7. Tour Orders.
8. Manuals.
9. Suo-Moto disclosures as per RTI Act.

4.3.3: Location where available: <https://www.nituk.ac.in/>

4.4: Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]: 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.

4.4.1: Name & location of the faculty: The details of faculty members available under the Departments Tab of Institute website and department wise details are also available at <https://www.nituk.ac.in/disclosure-us-4-of-rti-act-2005>.

4.4.2: Details of information made available: Most of the information is available on the Institute website such as:

1. About the Institute.
2. Information about administration.
3. Information about academics.
4. Information about departments.
5. Information about student life.
6. Information about central facilities.
7. Information about various committees of the Institute.
8. Information about procurement.
9. Information about recruitment & recruitment rules.
10. Other information related to RTI.

4.4.3: Working hours of the facility: 09:00 am to 05:30 pm.

4.4.4: Contact person & contact details (Phone, fax email):

Central Public Information Officer

Dr. Abhinav Kumar, Assistant Registrar

National Institute of Technology Uttarakhand,

Srinagar (Garhwal)–246174

Telephone: 01346-257403; Email: abhinav.kumar@nituk.ac.in

4.5: Such other information as may be prescribed under Section 4(i)(b)(xvii): Information about the following is also available on the Institute 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

4.5.1: Grievance Redressal mechanism: Employees of the Institute who have any grievance can approach to the Grievance Cell directly. The Grievances Cell is constituted by the Institute, the details of the Grievance Cell are available on the Institute website <https://www.nituk.ac.in/grievance-cell> and minutes are also available on the Institute website <https://www.nituk.ac.in/meeting-of-grievance-cell>.

4.5.2: Details of applications received under RTI and information provided: The details are available under the Quarterly Returns <https://www.nituk.ac.in/quarterly-return>.

4.5.3: List of completed schemes/ projects/ Programmes: The details are available on the Institute website under the tab Other Links => Research & Consultancy (<https://www.nituk.ac.in/research-and-consultancy/project>).

4.5.4: List of schemes/ projects/ programme underway: The details are available on the Institute website under the tab Other Links => Research & Consultancy (<https://www.nituk.ac.in/research-and-consultancy/project>).

4.5.5: Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract: The details are available on the Institute website under the tab Other Links => Research & Consultancy (<https://www.nituk.ac.in/research-and-consultancy/mou>).

4.5.6: Annual Report: The details are available on the Institute website under <https://www.nituk.ac.in/annual-reports>.

4.5.7: Frequently Asked Question (FAQs):

Q.1 What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2 What is a Public Authority?

A "public authority" is any authority or body or institution of self-government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4 What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of ₹10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.5 What is the Fee for the BPL applicant for Seeking Information?

No fees is required from the applicant below poverty line. However applicant should submit a proof in support of his/her claim to belong to the below poverty line.

Q.6 Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7 What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.8 Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.9 Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10 Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.11 What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.12 What is the Method of Seeking Information?

A citizen who desires to obtain any information under the RTI Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

4.5.8: Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter: Sou-Moto disclosures u/s 4 of the RTI Act, 2005 are available on the Institute website (<https://www.nituk.ac.in/right-to-informations>). Other information is available on the Institute website <https://www.nituk.ac.in>.

4.6: Receipt & Disposal of RTI applications & appeals [F.No.1/6/2011-IR dated 15.04.2013]

4.6.1: Details of applications received and disposed: The details are available under the Quarterly Returns <https://www.nituk.ac.in/quarterly-return>.

4.6.7: Details of appeals received and orders issued: The details are available under the Quarterly Returns <https://www.nituk.ac.in/quarterly-return>.

4.7: Replies to questions asked in the parliament [Section 4(1)(d)(2)]

4.7.1: Details of questions asked and replies given: The replies of the questions asked by the parliament are given by the Institute as and when required along with related data and the details are available on the Institute website at <https://www.nituk.ac.in/rti-info>.

5: Information as may be prescribed

5.1: Such other information as may be prescribed [F.No.1/2/2016-IR dated 17.08.2016, F.No.1/6/2011-IR dated 15.4.2013]

5.1.1: Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 01.01.2015: The details are available at <https://www.nituk.ac.in/rti-officer-details>.

5.1.2: Details of third party audit of voluntary disclosure-(a) Dates of audit carried out, (b) Report of the audit carried out: The third party audit was conducted as follows:

2020-21: 24/07/2021 (<https://www.nituk.ac.in/uploads/topics/16923564934259.pdf>)

2021-22: 26/09/2022 (<https://www.nituk.ac.in/uploads/topics/16923386067705.pdf>)

2022-23: 20/08/2023 (<https://www.nituk.ac.in/uploads/topics/16928708169778.pdf>)

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: The details are available at <https://www.nituk.ac.in/rti-officer-details>.

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: The Consultancy committee comprising of FAA, CPIO, Heads, Deans, SC/ST/OBC/Divyang/Women/student representative will be constituted.

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: The Committee comprising of FAA, CPIO, Superintendent will be constituted.

6: Information Disclosed on own Initiative.

6.1: Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information.

6.1.1: Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information: The Institute related all information available on the website (www.nituk.ac.in).

6.2: 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

6.2.1: Whether STQC certification obtained and its validity: No

6.2.1: Does the website show the certificate on the Website?: Not Applicable.

