

# **INSTITUTIONAL GOVERNANCE GUIDELINES DOCUMENT**



**NATIONAL INSTITUTE OF TECHNOLOGY**

**TIRUCHIRAPPALLI – 620 015**

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<b>Sl. No.</b>	<b>TABLE OF CONTENTS</b>	<b>Page. No.</b>
<b>1. INTRODUCTION</b>		
1.1	History of the Institute	3
1.2	Vision and Mission of the Institute	4
1.3	Organizational Structure	5
1.4	Council for NITs	6
1.5	Academic History	7
<b>2. GOVERNANCE AND DELEGATION OF POWERS</b>		
2.1	Board of Governors (BoG)	8
2.2	Powers of the BoG	9
2.3	BoG Meetings	9
2.4	Finance Committee	10
2.5	Powers of the Finance Committee	11
2.6	Building and Works Committee	11
2.7	Powers and Functions of the Building and Works Committee	12
2.8	Powers of the Chairperson, Board of Governors	12
2.9	The Director and his Powers	13
2.10	Senate	15
2.11	Powers of the Senate	16
2.12	Deans	17
2.13	Roles and Responsibilities of Deans and Associate Deans	18
2.14	Heads of the Department or Centre	19
2.15	Classification of the Members of the Staff	20
2.16	Registrar	21
<b>3 STATUTORY BODIES</b>		
3.1	Chief Vigilance Officer	22
3.2	Central Public Information Officer	22
3.3	Public Grievance Officer	22
3.4	Convener, Legal Cell	22
<b>4 GRIEVENCE ADDRESSAL MECHANISM</b>		
4.1	Nodal Officer SC/ST/OBC/PWD and Minorities	23
4.2	Committee for Prevention of Sexual Harassment of women at the work place	23

# 1. INTRODUCTION

## 1.1 History of the Institute

The National Institute of Technology (formerly known as Regional Engineering College) Tiruchirappalli, situated in the heart of Tamil Nadu on the banks of river Cauvery, was established as a joint venture of the Government of India and the Government of Tamil Nadu in 1964 to bring out world class engineers who will meet the growing technological needs of this nation. The college has been conferred with autonomy in financial and administrative matters to achieve rapid development. Because of this rich experience, this institution was granted Deemed University Status with the approval of the UGC/AICTE and Govt. of India in the year 2003 and renamed as National Institute of Technology, Tiruchirappalli (NITT). NITT was registered under Societies Registration Act XXVII of 1975. Under NIT Act 2007, NITT had been declared as an Institute of National Importance. **The President of India** is the **Visitor of the Institute** as per NIT Act 2007.

The present Chairperson of NITT is **Ms. Kumud Srinivasan, President, Intel India & Vice-President, Technology and Manufacturing Group, Bangalore** and the present Director of NITT is **Dr.Srinivasan Sundarrajan**.

The institution offers Under Graduate Courses in ten branches and Post Graduate Courses in twenty five disciplines of Science, Engineering & Technology besides M.S. (by Research) and Ph.D. The faculty is inducted through a process of open advertisement throughout the country. The institute is an example of cultural unity with students drawn from most of the States in the country. The hallmark of the campus is the good infrastructural facilities which caters to the academic and extracurricular interests of the students. The Octagon is the pride of the campus equipped with modern facilities like CAD/CAM Lab, Local Area Network, High Speed Internet connection and other seminar and conference facilities. It is maintained and run by the Computer Support Group (CSG) of the institute.

Apart from this, the campus provides ample opportunities for developing extracurricular skills for students which include NCC, NSS, Students Chapters of IEEE, social clubs and sports & games. The Alumni of this institution have excelled in various spheres and are positioned very well globally in a number of leading Government, Public Sector and Private Organizations.

NITT hosts two inter collegiate festivals namely Festember (Cultural) and Pragyan (Technical) and an inter department festival namely NITTfest (Cultural) annually. These festivals draw students from most colleges of South India and are hugely popular. Apart from this, each department conducts technical symposium.

The institute has a wide campus area which includes good Hostel facilities, Hospital, Guest House, Post office, Telecom Center, fully computerized State Bank of India (SBI) NIT branch with ATM facility, Book stall, Reprographic Center, Canteen, Swimming pool and Co-op. Stores.

## **1.2 Vision and Mission of the Institute**

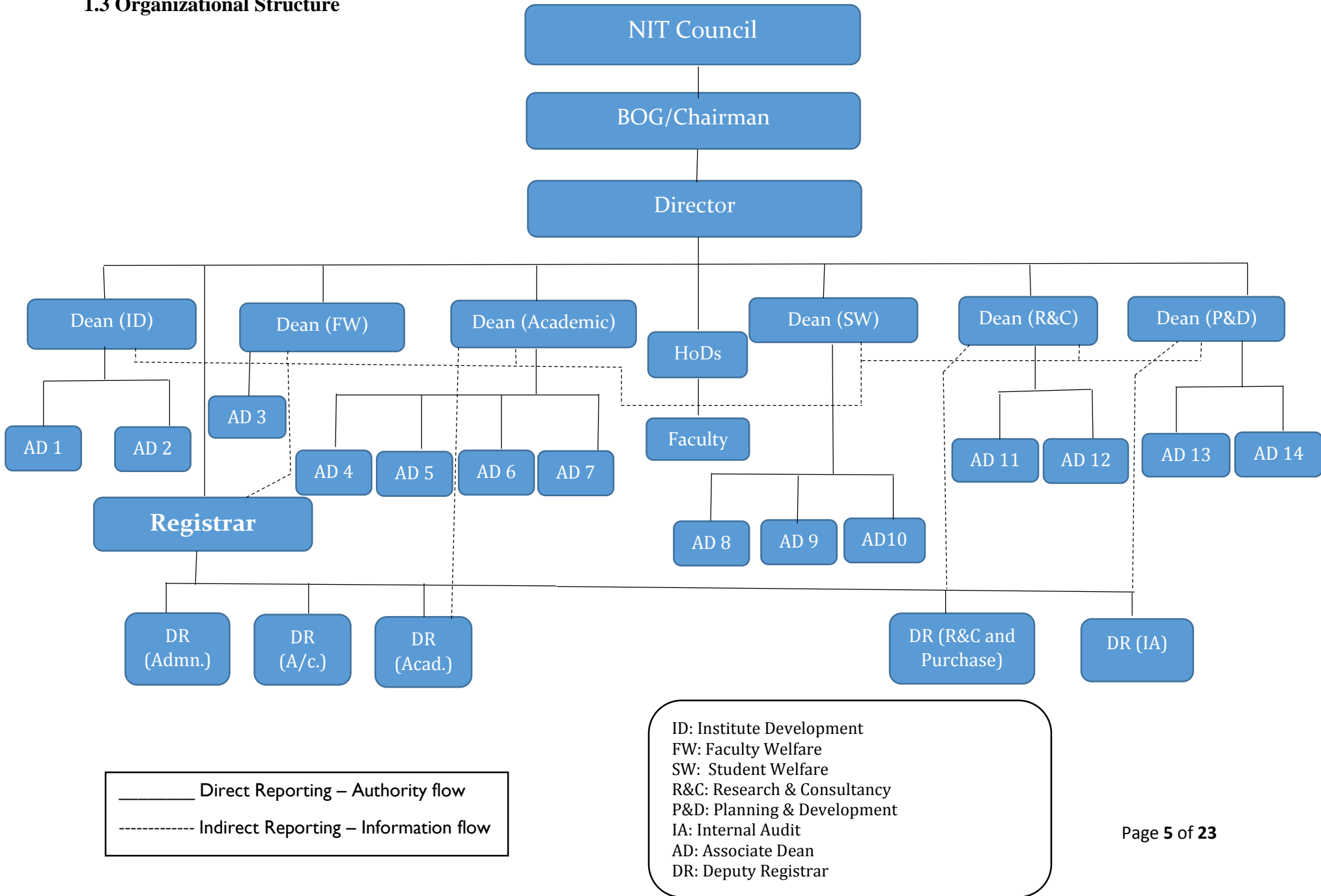
### **Vision**

To provide valuable resources for industry and society through excellence in technical education and research.

### **Mission**

- To offer state-of-the-art undergraduate, postgraduate and doctoral programmes.
- To generate new knowledge by engaging in cutting-edge research.
- To undertake collaborative projects with academia and industries.
- To develop human intellectual capability to its fullest potential.

### 1.3 Organizational Structure



#### 1.4 Council for NITs

The NIT Council is created under the NIT Act 2007 and its present composition stands as follows:

- the Minister in charge of the Ministry of HRD or Department of the Central Government having administrative control of the technical education, ex officio-**Chairman**
- the Secretary to the Government of India in charge of the Ministry of HRD or Department of the Central Government having administrative control of the technical education, ex officio - **Vice-Chairman**
- the Chairperson for every Board, ex officio
- the Director for every Institute, ex officio
- the Chairman, University Grants Commission, ex officio
- the Director General, Council of Scientific and Industrial Research, ex officio
- four Secretaries to the Government of India, to represent the Ministries or Departments of the Central Government dealing with biotechnology, atomic energy, information technology and space, ex officio
- the Chairman, All India Council for Technical Education, ex officio
- not less than three, but not more than five persons to be nominated by the Visitor, at least one of whom shall be a woman, having special knowledge or practical experience in respect of education, industry, science or technology
- three members of Parliament, of whom two shall be chosen by the House of the People and one by the Council of States (Provided that the office of member of the Council shall not disqualify its holder for being chosen as or for being, a member of either House of Parliament)
- two Secretaries to the State Government, from amongst the Ministries or Departments of that Government dealing with technical education where the Institutes are located, ex officio
- Financial Advisor, dealing with the Human Resource Development Ministry or Department of the Central Government, ex officio
- one officer not below the rank of Joint Secretary to the Government of India in the Ministry or Department of Central Government having administrative control of the Technical Education, ex officio-**Member-Secretary**.

## 1.5 Academic History

The University of Madras, with the approval of the University Grants Commission and the Government of Tamil Nadu, conferred Autonomous Status on the Regional Engineering College, Tiruchirappalli from the academic year 1978-79 in respect of its Post-graduate courses in Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Metallurgical and Materials Engineering, Chemical Engineering, Applied and Basic Sciences and Management. With this conferment and recognition, the Institute has autonomy in such matters as framing its own syllabi and devising its own methods of evaluation and examinations for all its Post-graduate courses. In 1982, when the Bharathidasan University was established at Tiruchirappalli, the Institute became affiliated to the new University continuing the autonomous status in respect of its Post-graduate programmes. Students who were admitted to the various Autonomous Post-graduate programmes of the Institute during the period 1978-82 were awarded degrees by the University of Madras with the name of the Regional Engineering College, Tiruchirappalli indicated in the Degree Certificates. For students admitted in 1982, the Degrees were awarded by the Bharathidasan University, Tiruchirappalli.

The Institute acquired the “Deemed University” status in 2003 and degrees are being awarded by the institute itself from 2003 onwards. Ever since its establishment in April 1964, the institution has registered speedy progress and it offers ten under graduate and twenty five postgraduate programmes, M.S.(by research) in all Engineering departments and Ph.D. programmes in all departments. The Institute has excellent faculty, well equipped laboratories for fundamental and advanced research and a modern Central Library. Over three thousand Undergraduate students, thousand five hundred Postgraduate students and two hundred Ph.D. Scholars from all over the country make NIT Trichy a vibrant campus. Admissions to B.Tech./B.Arch., M.Tech., MBA and MCA are based on the scores in the JEE, GATE, CAT and NIMCET examinations, respectively. Continuous assessment with Grade Point Average (GPA) based on relative grading (50% Continuous Assessment and 50% End semester Examination) ensures healthy competition among students. The institute is an example of cultural unity with students drawn from most of the States in the country.

In the academic year 2015-16, Institute has transformed itself through various academic reforms such as flexible curriculum, student exchange program and credit transfer. It boasts itself in awarding UG Honours and minor in allied Engineering discipline.

## 2. GOVERNANCE AND DELEGATION OF POWERS

### 2.1 Board of Governors (BoG)

The members of the Board of Governors as on date are:

The Chairman	Ms. Kumud Srinivasan, President, Intel India & Vice-President, Technology and Manufacturing Group, Bangalore
MHRD	Special Secretary or Additional Secretary or Joint Secretary dealing with Technical Education, Department of Higher Education, Ministry of HRD
MHRD	Financial Adviser, Department of Higher Education, Ministry of HRD
IIT Madras Director/ Nominee	Prof.Krishnan Balasubramanian, Dean (Industrial Consultancy & Sponsored Research), IIT-Madras
UGC Nominee	Prof. (Ms.) Vasudha Kamath, Vice – Chancellor, SNDT Women’s University, Mumbai
AICTE Nominee	Prof. R. Sethuraman, Vice – Chancellor, Shanmugha Arts, Science, Technology & Research Academy (SASTRA) University, Thanjavur
Industrial Nominee	Thiru. Karumuthu T. Kannan, Chairperson, Thiagarajar Mills, Madurai
Industrial Nominee	Thiru. Ravi Viswanathan, President, Global Business, TCS, Chennai
Senate Nominee	Dr.T.K.Radhakrishnan, Professor, Department of Chemical Engineering, NITT
Senate Nominee	Dr.K.N.Sheeba, Asst.Professor, Department of Chemical Engineering, NITT
NITT Director Ex officio Member	Dr.Srinivasan Sundarrajan, Director, NITT
Secretary	Registrar, National Institute of Technology, Tiruchirappalli



## 2.2 Powers of BoG

The Board shall be empowered:

- i. To abolish, re-designate or change the nomenclature of any post in the institute;
- ii. To make, modify or cancel the statutes with the approval of the Visitor from time to time:

Provided that the new Statute, additions or amendments of existing Statutes shall be applicable only after the assent of the Visitor; and

- iii. To make, modify and cancel all or any ordinances on the recommendation of the Finance Committee or Senate of the institute subject to the condition that such making, modification and cancellation shall not be in contravention of the Act and (or) Statutes.

## 2.3 BoG Meetings

- The Board ordinarily meet four times during a calendar year.
- Meetings of the Board is convened by the Chairperson either on his/her own motion or at the request of the Director or on a requisition signed by not less than four members of the Board.
- Six members form a quorum for a meeting of the Board.
- All questions considered at the meetings of the Board is decided by a majority of the votes of the members present including the Chairperson and if the votes be equally divided, the Chairperson have a casting vote.
- The Chairperson, if present, presides over every meeting of the Board:

Provided that in the absence of the Chairperson, the members present elect a member from amongst themselves to preside at the meeting.

- A written notice of every meeting is sent by the Registrar to every member at least fifteen days before the date of the meeting mentioning therein the place, date and time of the meeting.
- Agenda is circulated by the Registrar to all members at least ten days before the meeting.
- The ruling of the Chairperson with regard to all questions of procedure is final.
- The minutes of the proceedings of a meeting of the Board is drawn up by the Registrar and circulated to all members of the Board present in India and the same along with any

amendment suggested is placed before the Board in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute book.

- The minute's book is kept open for inspection of the members of the Board and the Council at all times during office hours.
- If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board, he shall cease to be a member of the Board.
- No matter concerned with finance shall be placed before the Board unless the same has been considered by the Finance Committee.

## **2.4 Finance Committee**

- 1) The Finance Committee consists of the following members, namely;
  - i) the Chairperson Board of Governors, ex-officio Chairman;
  - ii) the Director, ex-officio member;
  - iii) Joint Secretary dealing with National Institutes of Technology or his nominee and Financial Advisor (Human Resource Development) or his Nominee, members;
  - iv) two persons nominated by the Board from amongst its members; and
  - v) the Registrar, ex-officio, Member-Secretary;Provided that in addition to the above, the Chairman may, in consultation with the Director, co-opt a member as and when found necessary.
- 2) The Finance Committee meet ordinarily four times in a year preferably before the meeting of the Board of Governors.
- 3) Three members of the Finance Committee form a quorum for a meeting of the Finance Committee.
- 4) The Chairperson, presides over the meetings of the Finance Committee and in his/her absence, the Director presides over the meetings.
- 5) The provisions in the First Statutes regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, so far as practicable may be, followed in connection with the meetings of the Finance Committee.
- 6) A copy of the minutes of every meeting of the Finance Committee is placed before the Board.

- 7) All financial proposals are placed before the Finance Committee prior to placing it before the Board for consideration and approval.

## **2.5 Powers of the Finance Committee**

The Finance Committee has power to:

- i) examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board; and
- ii) give its views and make its recommendations on any financial question affecting the Institute to the Board either on the initiative of the Board or of the Director, or on its own motion

## **2.6 Building and Works Committee**

- 1) Building and Works Committee consists of the following members, namely:-
  - i) the Director, ex-officio Chairman;
  - ii) one member nominated by the Central Government not below the rank of Director or Deputy Secretary
  - iii) one member nominated by the Board of Governors
  - iv) Registrar, ex-officio, Member Secretary
  - v) Dean, Planning and Development or similar position – Member; and
  - vi) One expert each from Civil and Electrical Engineering Wing of Central or State Government or any autonomous body of repute – Member.
- 2) The Building and Works Committee meets as often as necessary but ordinarily not less than four times a year.
- 3) Three members is a quorum for a meeting of the Building and Works Committee.
- 4) The provisions in these Statutes regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board, as far as practicable may be followed in connection with meetings of the Building and Works Committee also.
- 5) A copy of the minutes of every meeting of the Building and Works Committee shall be placed before the Board.

## **2.7 Powers and Functions of the Building and Works Committee**

1. The Building and Works Committee shall,
  - i. under the directions of the Board, carry on construction of all major works, after the necessary administrative approval and expenditure sanction from the Board;
  - ii. have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to repair and maintenance within the approved budgetary provision of the Institute;
  - iii. cause to prepare estimates of cost of building and other capital works, minor works, repairs, maintenance and the like;
  - iv. be responsible for making technical scrutiny of the design, estimates and specification of the material as may be considered necessary;
  - v. be responsible for enlistment of suitable contractors and acceptance of tenders and have the power to give directions for departmental works where necessary;
  - vi. have the power to settle rates not covered by tender and settle claims and disputes with contractors;
2. If in the opinion of the Chairman of the Building and Works Committee, any emergency has arisen which requires immediate action to be taken, shall take such action and report the same to the Building and Works Committee and the Board at their next meeting.
3. The Building and Works Committee also performs such function and exercise such powers as may be entrusted by the Board from time to time.

## **2.8 Powers of the Chairperson, Board of Governors**

In addition to the powers provided in the Act, the Chairperson of the Board of Governors has the following powers, namely:

- i) He/She has 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 in respect of posts to which the appointments can be made by the Board under the provisions of the Act;
- ii) He/She has the powers to send members of the staff except the Director of the Institute for training or for a course of instructions, outside India subject to such terms and conditions as may be laid down by the Board from time to time.

Incidentally, the visit abroad by the Director shall be approved by the Chairman, National Institutes of Technology Council;

- iii) He/She shall execute the contract of service between the Institute and the Director or Deputy Director on behalf of the Central Government, but he/she is not personally liable for anything under such contract; and
- iv) In emergent cases the Chairperson may exercise the powers of the Board and inform the Board of the action taken by him/her for confirmation and ratification.

## **2.9 The Director and his Powers**

- 1) The Director of the Institute is appointed by the Visitor on contract basis on the recommendation of Selection Committee constituted by him consisting of at least five members including the Chairman who are experts in the field of technical education with experience at national and international level.
- 2) The Director is appointed for a period of five years and is governed by the terms and conditions of the Contract of Service entered into between the Institute and the Director in the form specified in Schedule-A to the First Statues of NIT.
- 3) Subject to the budget provisions made for the specific purpose, the Director has the power to incur expenditure in accordance with the procedure as may be laid down in the ordinances.
- 4) The Director has 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 does not involve any increase in the budget and any liability in future years:

Provided further that every such appropriation is, as soon as possible, be reported to the Board.

- 5) The Director has the power to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store items 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.

- 6) The Director has 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.
- 7) The Director, where he is the appointing authority, has 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 the statutes,
- 8) The Director has the power to employ Teaching, Supporting Staff in the Laboratories, Technicians or Technical Instructors and Skilled Workmen, paid from contingencies from time to time, for not more than one year on such remuneration as may be decided by the Board.
- 9) The Director has the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the ordinances.
- 10) The Director has the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- 11) 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.
- 12) All contracts for and on behalf of the Institute except the one between the Institute and the Director shall be 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 by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- 13) 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.

- 14) The Director may, at his discretion constitute such committees, as he may consider appropriate for smooth functioning of the Institute.
- 15) 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 NIT Act.
- 16) 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.

## **2.10 Senate**

- 1) The Senate meets as often as necessary but ordinarily not less than four times during a calendar year.
- 2) Meetings of the Senate is convened by the Chairman of the Senate either on his own motion or on a requisition signed by not less than one fifth of the members of the Senate.
- 3) Requisition meeting is a special meeting to discuss only those items of agenda for which requisition is given and necessarily be chaired by the Director and the requisition meeting is convened by the Chairman of the Senate on convenient date and time.
- 4) One third of the total number of members of the Senate form a quorum for a meeting of the Senate.
- 5) The Director presides over every meeting of the Senate.

Provided that in the absence of the Director, Deputy Director presides and in the absence of both the Director and the Deputy Director, the senior most professor present presides the meeting.

- 6) A written notice of every meeting together with the agenda is circulated by the Registrar to the members of the Senate at least a week before the meeting:  
Provided that the Chairman of the Senate may permit inclusion of any item for which due notice has not been given.

- 7) Notwithstanding the provisions of sub-stature (6), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.
- 8) The ruling of the Chairman of the Senate with regard to all questions of procedure is final.
- 9) The minutes of the proceedings of a meeting of the Senate is drawn up by the Registrar in consultation with Dean Academic and circulated to all the members of senate present in India:  
  
Provided that any such minutes is not circulated if the Senate considers such circulation is prejudicial to the interests of the Institute or the Government of India.
- 10) The minutes, along with amendments, if any, suggested, is placed for confirmation at the next meeting of the Senate and after the minutes are confirmed and signed by the Chairman of the Senate, they are recorded in a minute book which is kept open for inspection of the members of the Senate, the Board and the Council at all times during office hours.

### **2.11 Powers of the Senate**

Subject to the provisions of the Act, the Senate has the powers to:

- i) frame and revise curricula and syllabi for the courses of studies for various Departments and Centres;
- ii) make arrangements for the conduct of examinations; appointment of examiners, moderators, tabulators and other matters relating to the examinations;
- iii) declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
- iv) appoint Advisory Committees or Expert Committees or both for the Departments or Centres of the institute to make recommendations on academic matters connected with the working of the Department or Centres;
- v) appoint Committees from amongst the members of the Senate, other teachers of the institute and experts from outside to advise on such specific and important academic matters as may be referred to any such Committee by the Senate;



- vi) consider the recommendations of the Advisory Committees attached to various Departments or Centres and that of Expert and other Committees and take such action (including the making of recommendations to the Board) as warranted by each case;
- vii) make periodical review of the activities of the Departments or Centres and take appropriate action (including the making of recommendations to the Board);
- viii) supervise the working of the Library of the Institute;
- ix) promote research and academic development or activity within the Institute and seek reports on such research or academic development or activity from the persons engaged therein;
- x) provide for the inspection of the Class rooms, Laboratories, Library and the Residential Hostels;
- xi) plan co-curricular activities of the students of the Institute;
- xii) award stipends, scholarships, medals and prizes and make other awards in accordance with such conditions as may be attached to the awards;
- xiii) make recommendations to the Board with regard to the creation or restructuring of Departments or Programmes or Centres and the abolition of existing Departments or centres thereof;
- xiv) make recommendations to the Board to disseminate knowledge through distance learning mode to various parts of the State or country or abroad; and
- xv) invite up to two student representatives during discussion of general nature not involving policy, disciplinary matters in the Senate meetings.

## **2.12 Deans**

- 1) The Institute established six Deanships – Institute Development, Faculty Welfare, Academic, Student Welfare, Research & Consultancy and Planning & Development
- 2) The Director appoints the Deans with intimation to the Chairperson, Board of Governors.
- 3) The Deans hold their post for two years extendable by one more year.
- 4) Only Professors or Associate Professors are eligible for becoming Deans.

## 2.13 Roles and Responsibilities of Deans and Associate Deans

The Deans are assisted by various Associate Deans

AD1. Asso. Dean	Hospital administration, Transport, Security, Quarters Allotment, Employee Welfare
AD2. Asso. Dean	Alumni Interface, Industry Interface, Online courses management (Dean Academic), RTI/Parliamentary/MHRD queries, Campus Safety, Faculty Insurance, Internship & Placement Marketing, Guest House, Halls Booking
AD3. Asso. Dean	Faculty/ Non-teaching staff issues & grievance handling, SC/ST/ PWD Cell (Dean ID), CPDA, Recruitment, Legal, Matters.
AD4. Asso. Dean	Admission and orientation (B.Tech., M.Tech., MCA, MS and Ph.D) issue of transcripts and degree certificates, MS and Ph.D section, Rashtriya Avishkar Abhiyan, Research Scholars follow up. Festember, Pragyan, NITTFEST, E-cell / Sports / Swimming pool / Gym management, Welfare (Dean SW).
AD5. Asso. Dean	Accreditation, peer Review committee implementation, formative Assessment, Academic evaluation and results, senate matters, CSAB.
AD6. Asso. Dean	Institute web page / MIS control and monitoring, statutory Disclosure in web page, Curriculum development, board of Studies, Library and institute wide digital library, Campus information networking, E-attendance, Surveillance Camera and installation networking for campus, Student feedback follow up.
AD7. Asso. Dean	Academic Reforms, Flipped class rooms, Academic schedules and time table, student orientation, virtual class and lab.
AD8. Asso. Dean	Student Certificate, Bonafide/On-Duty, Mentoring & Counselling cells, Student Discipline/Grievance, Student Aid Fund, Scholarships, Interactions with Parents, Student Orientation
AD9. Asso. Dean	Girl Students Mentoring, Counselling Centre, Women Welfare/Grievance/Redressal/Facilities buildup/MOOCs & NPTEL

AD10. Asso. Dean	Student Orientation, Yoga, Food Safety, Student Welfare, Student Canteen facilities in Hostel Zone Aaveg, PGIION, Student Council Interaction, Election, Anti Ragging measures, Student Discipline (hostel, infrastructure requirements for students (P&D), corporate expenditure (P&D)
AD11. Asso. Dean	Sophisticated instrument facility, MOUs, Research Park, Consultancy sponsored projects, IPR Cell/Patent
AD12. Asso. Dean	Digital India, Teaching Learning Centre, GIAN, CSAB
AD13. Asso. Dean	Estate Office, Swacha Bharat
AD14. Asso. Dean	TEQIP, Electrical Maintenance, Unnat Bharat Abhiyan

#### **2.14 Heads of the Department or Centre**

1. Each Department and Centre of the Institute is placed in charge of a Head who is 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.
2. 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 is Head of a Department or Centre continuously for a period exceeding three years unless he is specially appointed at least for a second term.
3. 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.
4. The Head of Department is responsible for the entire working of the Department subject to the general control and supervision of the Director.
5. The Head of Department is duty bound to see that the decisions of the authorities of the Institute and of Director are faithfully carried out. He/She performs such other duties as may be assigned to him by the Director or Senate.

6. When appointment to the post of Head of Department or Centre becomes due, the Director ascertain the willingness of the persons eligible to be appointed as Head, for being so appointed, and select a person by rotation from among eligible and willing persons.
7. Whenever it is proposed to deviate from the principle of rotation, such appointment is made only with the prior approval of the Chairperson, Board of Governors and for reasons to be recorded in writing and is also to be reported to the Senate and the Board, along with reasons for deviation in their next meetings.

### **2.15 Classification of the Members of the Staff**

1. Except in the case of employees paid from contingencies, the members of staff of the Institute is classified as under:-

- i) **Academic staff:-** Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Lecturer, Professor (Training and Placement), and such other academic posts as may be decided by the Board from time to time;
- ii) **Technical staff:-** System Manager, System Analyst, Programmer, Librarian, Workshop Superintendent, Assistant Workshop Superintendent, Foreman, Technician, Instructor, Laboratory Assistant, Mechanic, Overseer, Technical Assistant Draftsmen, and such other technical posts as may be decided by the Board from time to time;
- iii) **Administrative and other staff:-** Registrar, Deputy Registrar and Assistant Registrar, Accounts Officer, Audit Officer, Estate Officer, Executive Engineer, Assistant and Junior Engineer, Medical Officer, Medical Assistant, Horticultural Assistant/Officer, Office Superintendent, Security Officer, Stores Officer, Store Keeper, Office Assistants, Data Entry Operators and such other Administrative and other staff as may be decided by the Board from time to time.

2. Posts classified as Academic staff shall be vacation posts only.

## 2.16 Registrar

- The Registrar is the Secretary of the Board, Senate and such Committees as may be prescribed by the Statutes. He is the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board commits to his charge.
- The Registrar is responsible to the Director for the proper discharge of his functions. The Registrar exercises such other powers and performs such other duties as may be assigned to him by the NIT Act or the First Statutes of the NIT or by the Director.

## 2.17 Deputy Registrar and their functions

D.R. (R&C and Purchase)	R&C, All files relating to purchase and estimates for construction & other works, Issue of purchase orders and work orders, Stores Section and Signing of Cheques
D.R. (Academic)	All works in the office of the Dean (Academic), Scholarship Section and TEQIP
D.R. (Internal Audit & Hostels)	Internal Audit, Institute related affairs of the students hostels and RTI,
D.R. (Accounts)	Budget and Accounts, all bills and all claims, collection of rent for shops and Cash section
D.R. (Admin)	All Admin, Establishment, Legal matters and Dispatch section

### **3 STATUTORY BODIES**

#### **3.1 Chief Vigilance Officer (CVO)**

A Professor of the Institute, is appointed as the Chief Vigilance Officer of the Institute. All matters related to the vigilance may be addressed to the above officer.

#### **3.2 Central Public Information Officer (CPIO)**

The Registrar, is appointed as the Central Public Information Officer of the Institute. All applications received under RTI act will be dealt with this office.

#### **3.3 Public Grievance Officer**

The Registrar, is the Public Grievance Officer of the Institute. All applications relating to grievances will be dealt with this office.

#### **3.4 Convener, Legal Cell**

Present Dean (P&D) is appointed as the Convener, Legal Cell. All court cases and all legal issues will be dealt with this office.

## 4 GRIEVANCE ADDRESSAL MECHANISM

### 4.1 Grievance Committee

A committee comprising the following members is formed to address the grievance of the faculty and staff of the institute as on date:

S. No.	Designation
1.	Dean Faculty Welfare
2.	Prof. M. Punniyamoorthy, DOMS
3.	Prof. C. Nagamani, EEE
4.	Registrar

### 4.1 Nodal Officer SC/ST/OBC/PWD and Minorities

A Professor of the institute is appointed as Nodal Officer for furnishing information in respect of matters relating to SC, ST, OBC, PWD and Minorities.

### 4.2 Committee for Prevention of Sexual Harassment of women at the work place

Any grievance against women in the Institute will be addressed by the following committee as on date:

S. No.	Designation	Post held Committee
1.	Dr. L. Cindrella, Professor, Chemistry	Presiding Officer
2.	Registrar	Member
3.	Chief Vigilance Officer	Member
4.	Dr. R.Leela Velusamy, Associate Professor, CSE	Member
5.	Dr.K.M.Meera S.Begum, Associate Professor, CHL	Member
6.	Librarian (Officiating)	Member
7.	Mrs.Krishnaveni Sekar, DGM (HR)BHEL, Trichy	External Member