



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

TAMILNADU – 620 015

Tel. No.: 0431-2503052 Fax: 0431-2500133 Website: www.nitt.edu

## RIGHT TO INFORMATION ACT, 2005

### Obligations of Public Authority

Manual as on

05<sup>th</sup> July 2024

### 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 would meet the growing technological needs of the nation. The college has been conferred with autonomy in financial and administrative matters to achieve rapid development. Because of its rich experience, this institution was granted Deemed University Status with the approval of the UGC/AICTE and Govt. of India in 2003 and renamed as National Institute of Technology, Tiruchirappalli (NITT). NITT was registered under Societies Registration Act XXVII of 1975. Under the 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.

Mr. Bhaskar Bhat, Former Managing Director of Titan Company Limited, served as Chairperson of NITT till August 2023 and **Dr. G. Aghila, is the present Director/Officiating Chairperson of BoG**. Previously, Dr. Aghila served as Registrar-in-charge of NIT Puducherry where she was a Professor of Computer Science and Engineering. Holding a PhD from Anna University, Chennai, Dr. Aghila has contributed significantly to the fields of Block Chain, Big Data Analytics, Ontology Engineering, Cheminformatics and AI.

The NITs were carved out of 17 Regional Engineering Colleges across India and are now the fully funded institutions under the Central Government and declared as an Institute of National importance under the NATIONAL INSTITUTES OF TECHNOLOGY ACT, 2007. The move was intended to make the institutions centers of excellence and being developed as autonomous and flexible academic institutions of excellence to meet the sweeping changes taking place in the industrial environment in the post liberalized India and also the rapidly changingscene of technical education globally. NIT Tiruchirappalli is one among the 31 NITs and its basic structure of organization, functions and powers of the Institute are briefed in the NIT Acts & Statutes. A large number of rules, regulations, ordinances, policy decisions etc., have been formulated by the Board of Governors, Senate and other authorities of the Institute for regulating the day-to-day work of the expanded activities 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 NITT fest (Cultural) annually. These festivals draw students from most of the colleges in South India and are hugely popular. Apart from this, each department conducts technical symposia.

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

## 1.1 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, 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 now offers ten under graduate courses and twenty-six postgraduate courses in various disciplines of Science, Engineering and Technology besides Ph.D. programme in all the departments. Admission to Undergraduate Programmes is based on +2 / other Qualifying Examination and the rank in the Joint Entrance Examination, JEE (Main). Admissions are open for Foreign Nationals / Persons of Indian Origin (PIOs) / Non-Resident Indians (NRIs) under Direct Admission of Students Abroad (DASA) Scheme. Admission to postgraduate Programmes are based on the scores in the Graduate Aptitude Test in Engineering (GATE) and the Centralized Counseling for M.Tech. / M.Arch./ M.Plan. Admissions (CCMT). Admissions to M.Sc. Programmes (Physics, Chemistry, Mathematics and Computer Science) are based on the marks obtained in entrance test conducted by the Institute and the qualifying degree examination marks. Admission to MBA is based on the scores in the Common Admission Test (CAT) examinations. Admission to MCA Programme is based on the scores in NIT MCA Common Entrance Test (NIMCET). Admission to Master of Science (By Research) is based on the scores in the Graduate Aptitude Test in Engineering (GATE). The research programmes (MS and Ph.D.) train the candidates to pursue original research ideas and augment the existing knowledge. It prepares them for academic as well as research and development careers. Admission to Doctor of Philosophy is based on the following categories. (1) Ph.D. (Full time)/ Stipendiary (2) Ph.D. (Full time) / Project (3) Ph.D. (Full time) / Non-Stipendiary (4) Ph.D. / (Part time – External / on campus). The short-listed candidates after the written test need to appear for a technical and personal interview by the Departmental Research Committee.

The Institute has transformed itself through various academic reforms, student exchange programs and credit transfer. The institute also undertook a major peer review process by bringing in experts from IITs, leading industries and other able educationalists. The critical comments of the reviewers were quite helpful in striving further to reach global standards.

**1.2 Name & Address of the Organization:** National Institute of Technology  
Tiruchirappalli - 620015  
Tamil Nadu, INDIA  
Fax: +91-431-2500133

**1.3 Head of the Organization:** Dr. (Mrs.) G. Aghila, Director

## 1.4 Vision, Mission, Core Values, and Goals

NIT Tiruchirappalli, through its Vision, Mission, and Core Values, defines itself as:  
An Indian institution with world standards  
A global pool of talented students, committed faculty and conscientious researchers

Responsive to real-world problems and, through a synergy of education and research, engineer better society

### **Vision**

To be a university globally trusted for technical excellence, where Learning and research integrate to sustain society and industry.

### **Mission**

- To offer undergraduate, postgraduate, doctoral and modular programmes in multi-disciplinary / inter-disciplinary and emerging areas.
- To create a converging learning environment to serve a dynamically evolving society.
- To promote innovation for sustainable solutions by forging global collaborations with academia and industry in cutting-edge research.
- To be an intellectual ecosystem where human capabilities can develop holistically.

### **Core Values:**

#### **Integrity**

Honest in intention, fair in evaluation, transparent in deeds and ethical in our personal and professional conduct that stands personal and public scrutiny.

#### **Excellence**

Commitment to continuous improvement coupled with a passion for innovation that drives the pursuit of the best practices; while achievement is always acknowledged, merit will always be recognized.

#### **Unity**

Building capacity through trust in others' abilities and cultivating respect as the cornerstone of collective effort.

#### **Inclusivity**

No one left behind; no one neglected; none forgotten in the mission of nation-building through higher learning.

### **Goals/Objectives:**

International Accreditation and Ranking in tertiary education largely guide the goal-setting. The perception built by the stakeholders, crucially influence the process of repositioning. Benchmarking with global universities, who are in the top 200 in world rankings in terms of teaching, innovation and research, funding and internationalization. Hence, the need to set the following goals:

- Attracting top talent and global collaborations
- Building world-class research infrastructure to facilitate multi- / inter- / trans-disciplinary research
- Initiatives towards financial sustainability
- Social outreach activities of national / international importance
- Top 10 in India ranking in Engineering Discipline
- Top 500 in World Ranking in five years

### **1.5 Functions & Duties:**

Subject to the provisions of the National Institutes of Technology, Science Education and Research Act; 2007 and its amendments, 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.

2. Notwithstanding anything contained in sub-section (1), an Institute shall not dispose of in any manner any immovable property without the prior approval of the Central Government.

**Organizational Chart/Structure of the Institute: Available at the institute website**

<https://www.nitt.edu/home/administration/>

**Name of Director & former Directors:**

Sl. No.	Name	Period		Order No.
		From	To	
1.	<b>Dr. M Chidambaram</b>	2005	2010	F. 20-6/2005 – TS.III dated 18 <sup>th</sup> Oct. 2005
2.	<b>Dr. Srinivasan Sundarrajan</b>	2011	2016	No. F.24-5/2010 – TS.III dated 27 <sup>th</sup> June 2011
3.	<b>Dr. (Mrs.) Mini Shaji Thomas</b>	28/11/2016	27/11/2021	F.34-8/2015-TS.III (Pt.) dated 18th Oct. 2016
4.	<b>Dr. G. Kannabiran, Director (i/c)</b>	28/11/2021	02/02/2022	F.No. 35-2/2021- T.S.III dated 8th Oct. 2021
5.	<b>Dr. (Mrs.) G Aghila, Director</b>	03/02/2022	Till date	F.No.35-1/2021 – TS.III dated 1 Feb 2022

**1.6 Names of Head of Departments: Available on the institute website**

<https://www.nitt.edu/home/administration/hods/>

## **1.7 Names of Deans/Associate Deans: Available on the institute website**

<https://www.nitt.edu/home/administration>

## **2. Powers and Duties:**

The Powers and duties of the following officers and employees of the Institute as contained in the First Statues of the National Institute of Technology Recruitment and Service Rules:

**2.1 Powers and duties of Chairman of the Board of Governors, the Director of the institute:** <https://www.nitt.edu/home/righttoinfoact/NITact2007.pdf>

**2.2 Delegation of Powers of the Chairman, the Director, the Heads of Department, the Senior Administrative Officer and the Accounts officer are available at** <https://www.nitt.edu/home/righttoinfoact/NITact2007.pdf>

**2.3 Duties of the members of the staff such as Academic Staff, Technical Staff and Administrative & other staff of the institute:**

<https://www.nitt.edu/home/righttoinfoact/NIT-statutes.pdf>

However, the faculty members are Governed by 4-tier Flexible Faculty structure in the NITs available in the given link:

<http://nitcouncil.org.in/data/pdf/recruitments/NewRRsforFacultyofNITs&IIEST.pdf>

The non-teaching staff members are also governed by RRs of the institute.

**2.4 Rules** under which these powers and duties are derived and executed/exercised – Powers & Duties of above officers of the Institute are defined in the given link below:

<https://www.nitt.edu/home/righttoinfoact/NIT-Statutes-Amendments-Jul-2017.pdf>

**2.5 Work Allocation:** In a public authority, the competent authority allocates the work to different departments from time to time as per the provisions of acts, statues and institute Rules. The same is communicated through Office Orders and Notifications.

### **2.6 Recruitment rules:**

Teaching- <https://www.nitt.edu/home/righttoinfoact/NIT-Statutes-Amendments-Jul-2017.pdf>

Non- Teaching- <https://www.nitt.edu/home/righttoinfoact/New-RR-2019-Non-Faculty.pdf>

## **3. Procedure followed in Decision Making Process**

The Institute has a Director, Six Deans, a Registrar and Heads of the Departments/section, who carry out the various functions of the Institute as per procedures laid down in the Statues of the Institute. The decision is communicated to public by notices, announcements, website and advertisements. The final authority to vet the final decision is the Director / Board of Governors / Council for NITs/ Visitor of the Institute. The Institute takes decision regarding students' affairs, faculty & staff affairs, facilities of the Institute and its infrastructure.

### **3.1 Stages through which Proposal/Scheme is being implemented:**

Officials/ Officers: As per the work allocation orders issued to Official/Officers from time to time, the proposals/files are examined and further submitted to the Director of the institute for administrative sanction/approval.

Director: Give the administrative/financial approvals and if required the file is further forwarded to MoE for their concurrence. After going through all these stages the scheme/proposal is implemented by the University.

**3.2 Time limit** for taking decisions varies from project/programme to project/programme. The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.

### **3.3 Channel of Supervision and Accountability:**

The decisions and work allocation is delegated from BoGs to Director and from Director to other administrative officers and HoDs etc. In addition, the Organizational Chart at Section 1.5 shows the Channel of Supervision & Accountability.

#### **4. Facilities and Services**

The facilities and services that NITT renders to the students, faculty and staff members make it one among the world class institutes. The top class amenities provided to the students makes the stay in NITT a memorable experience. The presence of modern facilities furthers the overall development of all the residents of NITT and also assist students and faculty members to work in a co-operative way, enhancing the academic growth of NITTians.

Detailed information is available in the website:

<https://www.nitt.edu/home/students/facilitiesnservices/>

**4.1 Normal procedure** as per norms laid by the BoGs/MoE is followed by the institute while executing various activities/ programmes i.e., proposal received from the faculty, departments, and students asking for permission for financial assistance/sanction under various schemes, etc., are submitted to the Director for administrative approval and decisions/sanctions/approvals are implemented.

**4.2 Time limit:** The routine Correspondence, etc., received from different departments are of time bound nature and disposed of within the given time limit by the institute.

#### **4.3 Grievance Redressal Mechanism and Process of redress of Grievances:**

**Grievance Redressal Committee** (Faculty & Non- Faculty) of the institute uploaded on the institute website <http://ruby.nitt.edu/consolidated-committees.pdf>

Faculty: Chairperson - Dr. S Arul Daniel, Professor (HAG), EEE

Contact mail: [estt.section@nitt.edu](mailto:estt.section@nitt.edu)

Non Faculty: Dr. P Asokan, Professor (HAG), Production

Contact mail: [estt.section@nitt.edu](mailto:estt.section@nitt.edu)

#### **Process of redressing Grievance:**

- The committee shall consider the grievances submitted by the Non-faculty member regarding employment and working conditions.
- The committee shall examine the grievances within the framework of rules and regulations and general principles of justice.
- The committee shall meet according to the need at least once in a month.

#### **5. The Rules, Regulations, Instructions, Manuals and Records for discharge of functions:**

The discharge of functions are governed by the Fundamental Rules & Service Rules, General Financial Rules of Government of India, Recruitment and Service Rules & Quarters Allotment Rules and other such rules. The institute follows GFR of Govt. of India for all finance/purchase related matters and CCS(CCA) Rules, CCS(Pension) Rules/NPS Scheme of Central Government.

The Rules, Regulations, Instructions, Manuals and Records for discharge of functions including

- **MoA, TA/DA Rules, House Allotment Rules, Hostel Rule**  
<https://www.nitt.edu/home/academics/rules/>
- **Admission to UG, PG, M.S. and Ph.D. Programmes**  
[https://www.nitt.edu/home/academics/admission\\_procedure/](https://www.nitt.edu/home/academics/admission_procedure/)
- **Institute Journal Paper Publication** are available on the Institute website:  
<https://nitt.irins.org/>

#### **5.1 Transfer Policy and Transfer Orders:**

The NIT, Tiruchirappalli is a Central Autonomous Body under the Department of

Higher Education, Ministry of Education, Govt. of India. Since there is no provision for transfer from one Autonomous Body to other Autonomous Body. As such, for faculty cadre transfer will not applicable.

However, internal transfers of the employees of Institute have been made from time to time as per administrative requirements.

**Transfer Orders:** [https://www.nitt.edu/home/righttoinfoact/Transfer\\_2023-24.pdf](https://www.nitt.edu/home/righttoinfoact/Transfer_2023-24.pdf)

## 6. Documents held by the Institute

Service Register, Pay Ledger, GPF Register, Confidential Reports, Annual Reports, Agenda/Minutes of BoG's Meetings, Consumable & Non-consumable Stock Registers, Inward & Despatch Register, Attendance Register, Hostel/Guest House Room occupancy Register, Newsletter, Land Papers, built plan approval etc., are the documents held by the institute. The decision of BoG always uploaded on the institute website. Composition of governing, senate and other academic and administrative bodies; their functions; and responsibilities of such bodies are uploaded on the Institute website.

### 6.1 Each Department/Centre/Section at the institute:

Each Department/Centre/Section holds different categories of documents relating to the work allocated to them by the competent authority as per the NIT act, Statues and related GOI Rules. The documents held by the institute are categorized in terms of the different Department holding them. As such, the documents may be categorized as follows:

Director's office Documents, Establishment/Board office Documents, Dean's Office Documents, Academic Documents, Financial Documents, Examination Documents, Library Documents, Engineering (Land & Building) Documents, Purchase Documents, Various Meetings / Committees Documents, Admission Documents, etc.

### 6.2 Custodians of these documents/categories are Registrar and HoDs

## 7. The constitution of Committee:

The constitution and names of incumbents of the following committees: Board of Governors, Finance Committee, Building & works Committee, Senate minutes, Internal Complaints Committee, Grievance Redressal Committee etc. are available in the links mentioned below.

Name of Boards, Council, Committee etc., their composition, Term/ Tenure and Powers and functions are as per the NIT Act and Statues uploaded on the institute website. The minutes of the meetings are open to the public and are available at the institute website as detailed below:

- Members of the Board of Governors of the institute uploaded on the institute website <https://www.nitt.edu/home/administration/bog/>
- Minutes of the Board of Governors of the institute uploaded on the institute website <https://www.nitt.edu/home/righttoinfoact/>

Board of Governors (BoG)	Available Links
74th	<a href="https://www.nitt.edu/home/righttoinfoact/bog74.pdf">https://www.nitt.edu/home/righttoinfoact/bog74.pdf</a>
73rd	<a href="https://www.nitt.edu/home/righttoinfoact/bog73.pdf">https://www.nitt.edu/home/righttoinfoact/bog73.pdf</a>
72nd	<a href="https://www.nitt.edu/home/righttoinfoact/bog72.pdf">https://www.nitt.edu/home/righttoinfoact/bog72.pdf</a>

- Minutes of the Finance Committee of the institute uploaded on the institute website <https://www.nitt.edu/home/righttoinfoact/> under **Finance Committee Minutes**

Finance Committee (FC)	Available Links

55th	<a href="https://www.nitt.edu/home/righttoinfoact/FC55.pdf">https://www.nitt.edu/home/righttoinfoact/FC55.pdf</a>
54th	<a href="https://www.nitt.edu/home/righttoinfoact/FC54.pdf">https://www.nitt.edu/home/righttoinfoact/FC54.pdf</a>
53rd	<a href="https://www.nitt.edu/home/righttoinfoact/FC53.pdf">https://www.nitt.edu/home/righttoinfoact/FC53.pdf</a>

- Minutes of the meeting of Building & Works Committee of the institute uploaded on the institute website <https://www.nitt.edu/home/righttoinfoact/> under **Building & Works Committee Minutes**
- Minutes of the meeting of senate of the institute uploaded on the institute website <https://www.nitt.edu/home/righttoinfoact/> under **Senate Minutes**

Senate	Available Links
62nd	<a href="https://www.nitt.edu/home/righttoinfoact/senate62.pdf">https://www.nitt.edu/home/righttoinfoact/senate62.pdf</a>
61st	<a href="https://www.nitt.edu/home/righttoinfoact/senate61.pdf">https://www.nitt.edu/home/righttoinfoact/senate61.pdf</a>
60th	<a href="https://www.nitt.edu/home/righttoinfoact/senate60.pdf">https://www.nitt.edu/home/righttoinfoact/senate60.pdf</a>

- Members of the Grievance Redressal Committee of the institute uploaded on the institute website <https://www.nitt.edu/home/other/>
- Members of the Anti-Ragging Squad and Anti-Ragging Committee of the institute uploaded on the institute website <https://www.nitt.edu/home/students/antiragging/AntiRagging-Committee-2023-24.pdf>
- Members of the Internal Complaints Committee of the institute uploaded on the institute website <https://www.nitt.edu/home/righttoinfoact/ICC-2024.pdf>

**The meetings are open only for members. All the minutes of meetings of various bodies are available on institute website and thus open to all.**

## **8. Directory of NIT-Tiruchirappalli Officers and Employees:**

The Names, Designations, email ids, and Phone numbers of all officers and employees of the Institute are included in this manual.

- Names and designations of the officers of the institute (Staff Number-wise) uploaded on the institute website <https://www.nitt.edu/home/righttoinfoact/employees-list-April2024.pdf>
- A Communication Directory of (Heads of Departments, Faculty/Non-Faculty) of the institute along with their phone numbers and email-ids uploaded on institute website <https://www.nitt.edu/home/academics/departments> under the concerned departments/sections

## **9. The remuneration received by each of its officer and employees:**

### **9.1 List of Institute employees with Basic pay uploaded on the institute website:**

<https://www.nitt.edu/home/righttoinfoact/Emp-March-2024-v2.pdf>

### **9.2 System of Compensation as provided in its regulations:**

Child Care Leave, Earned Leave, Extra Ordinary Leave & Commuted Leave on Medical grounds, Medical care etc. as per (CCS, 1972 Rules) GoI Rules and Regulations available at <https://www.nitt.edu/home/administration/rules/Leave-Rules.pdf>.

In addition, the faculty of the institute is granted Leave as per <https://www.nitt.edu/home/administration/rules/Leave-Rules.pdf>.

## **10. Budget Allocation:**

The budget allocated to each of NIT-Tiruchirappalli's departments/sections, indicate the



particulars of all plans, proposed expenditures and reports on the disbursements made.

The annual budget allocation and proposed expenditures are included in this manual. The budget is proposed by the HoDs/Section Incharges based on their requirement which is then evaluated by the institute level committee and finally submitted to the Finance Committee and the BoGs for consideration and approval. The activities approved by the BoGs are carried out and the budget allocated for activities are utilized by the department.

- **The budget and balance of each year is available in the Annual Report online at:** <https://www.nitt.edu/home/righttoinfoact/AnnualAccounts2022-23.pdf>  
Annual accounts for the current year will be uploaded once the audit gets completed.
- **Budget for each agency and plan & programmes:** Schedule 3 (a-c) of Annual Accounts
- **Proposed expenditure:** Under Schedule 15 to 22 of the Annual Accounts

**10.1 The Foreign and Domestic Tours:** The Institute-sanctioned foreign tour details are available in the Minutes of BoG meetings and also available in the given link

[https://www.nitt.edu/home/righttoinfoact/List\\_Foreign\\_Domestic\\_Tours\\_2023-24.pdf](https://www.nitt.edu/home/righttoinfoact/List_Foreign_Domestic_Tours_2023-24.pdf)

**10.2** Information related to Procurements

- Notice/tender enquires, and corrigenda if any thereon,
- Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
- The works contracts concluded – in any such combination of the above-and,
- The rate/rates and the above information is available under the link, “Tender” on the Institute website:

[https://www.nitt.edu/home/other/tenders/.](https://www.nitt.edu/home/other/tenders/)

PO - <https://www.nitt.edu/home/other/tenders/Stores-PO-2023-24.pdf>

GeM PO - <https://www.nitt.edu/home/other/tenders/Stores-GeM-PO-2023-24.pdf>

## **11. Penalty Proceedings:**

No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings: **Nil**

No. of employees against whom disciplinary action has been Finalized for Minor penalty or major penalty proceedings: **Nil**

## **12. Subsidy Programme & Grants:**

**The Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:** The institute does not operate any subsidy programmes.

**Discretionary and Non-discretionary Grants:** No such grant is available with the institute.

## **13. Particulars of Concessions, Permits or Authorizations granted by the Institute:**

### **Students Concessions**

#### **1. Fee exemption –**

[https://www.nitt.edu/home/academics/fees\\_section/ug\\_courses\\_fee\\_structure/.](https://www.nitt.edu/home/academics/fees_section/ug_courses_fee_structure/)

[https://www.nitt.edu/home/academics/fees\\_section/pg\\_courses\\_fee\\_structure/ &](https://www.nitt.edu/home/academics/fees_section/pg_courses_fee_structure/)

[https://www.nitt.edu/home/academics/fees\\_section/ms\\_phd\\_fee\\_structure/](https://www.nitt.edu/home/academics/fees_section/ms_phd_fee_structure/)

#### **2. Scholarship-**

[https://www.nitt.edu/home/academics/scholarships/ &](https://www.nitt.edu/home/academics/scholarships/)

<https://www.nitt.edu/home/students/circulars/SAFE-Circular-JAN24.pdf>

#### **3. Staff Concessions**

Concessions/exemptions from application fee as per GoI Rules to reservation category candidates (SC/ST/PwD) and women in each recruitment advertisement at the institute.

#### **14. CAG & PAC paras**

CAG and PAC paras and the action taken reports (ATRs) after these have laid on the table of both houses of the parliament – Separate Audit Report (SAR) on Annual Report Financial Year 2022-23 was issued by CAG vide No. PDA(C)/CE/II/28-82/23-24/71 dt. 01/01/2023. The is available in Link

[https://www.nitt.edu/home/administration/annualreports/Annual\\_Report\\_2022-23.pdf](https://www.nitt.edu/home/administration/annualreports/Annual_Report_2022-23.pdf).

Further to inform that there is NIL CAG & PAC para with respect to our Institute.

#### **15. Publicity Band Public interface**

##### **15.1 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]**

1. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens – The information is available in the given link <https://www.nitt.edu/home/righttoinfoact/>
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

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

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
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
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 information is available under the <https://www.nitt.edu/home/righttoinfoact/> and <https://www.nitt.edu/home/administration/annualreports/>

#### **16. Details in respect of the information, available to or held by NIT, Tiruchirappalli, reduced to an electronic form.**

The Institute's Website (<https://www.nitt.edu/>) includes all the information and other activities of the Institute. TA/DA rules, Hostel Rules, Minutes of BoGs meetings, Finance Committee meetings and Newsletter, etc., are also available on the institute website.

##### **16.1 List of Materials available at Free of Cost:**

The Softcopy of Annual Report, Financial Statement (Annual Accounts), Admission Prospectus, RTI Information Manual, Institute Publications/documents, Journal Abstracts, Newsletter, MoA, Admission Rules & Regulations, Important Notifications, e-print resources and other manuals can be downloaded free of cost from the institute's website.

##### **16.2 List of information available at reasonable cost:**

All the information accessible as per the RTI Act 2005, can be accessible from CPIO Office as per the provisions of RTI Act and its rules.

##### **16.3 E-Governance:**

1. The RTI Manual are available in English Language and Local Language
2. Printed form of RTI Manual is available with Office of the CPIO.

#### **17. 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.**

The NIT Tiruchirappalli Central Library offers membership facilities to retired faculty members, staff, alumni of the institute, academic institutions, professionals, teaching fraternity, individuals working for corporates, and Government Organizations. This membership involves only borrowing facility and reference to the print collection. Borrowing privileges do not include articles, data, reports, etc., from our electronic collection.

Access to our library and memberships are governed by rules and regulations of NIT Tiruchirappalli Central Library, that are revised from time to time.

### **The Library of the Institute is open from:**

Monday to Friday: 9.00 a.m. to 9.00 p.m.

Saturday: 9.00 a.m. to 5.00 p.m.

(Library will be closed on Public Holidays)

In addition, e-journals/e-books are available for 24 x 7 days.

### **17.1 Contact person & contact details (Phone, fax and email) –**

CPIO,

National Institute of Technology,

Tiruchirappalli - 620015

Tel No. 0431-2503052

Mobile No. +91 9486001107

Fax: 0431-2500133 Email id: registrar@nitt.edu,

### **17.2 List of Completed Schemes/Projects/programmes and List of Schemes/Projects/programmes underway – the information is available in the institute website**

<https://www.nitt.edu/home/righttoinfoact/Dean-RC-Project-List-May2024.pdf>

### **18. Programmes to advance understanding of RTI:**

#### **1. Educational programmes:**

1. NIT Tiruchirappalli organizes number of sessions on RTI awareness for staff and students.

2. The CPIO conducted a session on RTI during the orientation programme for the students on 23-08-2023.

#### **2. Efforts to encourage public authority to participate in these programmes:**

1. Emails and Circulars are issued to employees & Students for the participation in RTI awareness Programme.

2. The notifications / Circulars received from Central Information Commission (CIC) shared with the Staff and Students of the Institute.

#### **3. Training of CPIO/APIO**

Efforts to encourage public authority to participate in these programmes: APIOs/Officers were participated in one month online refresher course on Educational administration conducted by IGNTU, Madhya Pradesh from 18/01/2021 to 16/02/2021.

### **18.1 Update & publish guidelines on RTI by the Public Authorities concerned:**

RTI Manuals, Mandatory Disclosures, other information, etc. are uploaded/updated on regular intervals <https://www.nitt.edu/home/righttoinfoact/>

### **18.2 Third Part Audit of Proactive Disclosures of detailed information of NIT, Tiruchirappalli, (as required under RTI Act 2005):**

**NITTR Chandigarh carried out the Third Party Audit for 2021-22 on 21/09/2022**

**Prof. Sunil Dutt,**

Nodal Officer/Professor,  
NITTR Chandigarh  
**Prof. Sandeep Singh Gill**  
First Appellate Authority /Professor,  
NITTR Chandigarh

Audit report is also available in the given link  
<https://www.nitt.edu/home/righttoinfoact/Third-Party-Audited-Report-2021-22.pdf>

**NITTR Chandigarh carried out the Third Party Audit for 2022-23 on 14/09/2023**

**Prof. Sunil Dutt,**  
Nodal Officer/Professor,  
NITTR Chandigarh  
**Prof. Niraj Bala**  
CPIO/Professor,  
NITTR Chandigarh

Audit report is also available in the given link  
<https://www.nitt.edu/home/righttoinfoact/Third-Party-Audited-Report-2022-23.pdf>

**18.3 Name, designation and other particulars of the Nodal Officer/ Central Public Information Officer:**

**Dr.N.Thamaraiselvan,**  
Registrar i/c,  
National Institute of Technology,  
Tiruchirappalli - 620015  
Tel No. 0431-2503052  
Mobile No. +91 9486001107  
Fax: 0431-2500133 Email id: registrar@nitt.edu, selvan@nitt.edu

**Earlier CPIO list from 01.01.2005**

Sl. No.	Name	Period		Remarks
		From	To	
1.	<b>Dr. A.K. Benerjee</b> [Registrar (i/c)]	04.02.2004	10.11.2005	Rc. No. A2/159/2004 dated 03.02.2004
2.	<b>Dr. C.S. Karuppan Chetty</b> [Registrar (i/c)]	11.11.2005	31.05.2006	Rc. No. A1/592/2005 dated 09.11.2005
3.	<b>Dr. T. Suryakumar</b>	01.06.2006	30.05.2008	Rc. No. A2/168/2006 dated 27.04.2006
4.	<b>Dr. D. Deivamoney Selvam</b> [Registrar (i/c)]	05.06.2008	25.08.2009	Rc. No. A2/536/2008
5.	<b>Shri J. Ernest Samuel</b> <b>Ratnakumar</b>	25.08.2009	28.12.2010	Rc. No. A2/541/2009 dated 25.08.2009
6.	<b>Dr. S. Moses</b> <b>Santhakumar</b> [Registrar (i/c)]	09.12.2010	31.12.2010	Rc. No. Estt/A2/536/2010 dated 13.12.2010
7.	<b>Dr. A.K. Banerjee</b> [Registrar (i/c)]	31.12.2010	06.03.2012	Rc. No. Estt/A1/2010 dated 31.12.2010.
8.	<b>Dr. G. Swaminathan</b> (Officiating Registrar)	07.03.2012	12.08.2015	No. NITT/Estt./2011-12 dated 07.03.2012

9.	<b>Shri A. Palanivel</b>	13.08.2015	30.06.2020	Office order No.: 258/15-16, dated 17.08.2015 Office order No.53/2020-21 dated 30.06.2020
10.	<b>Dr. L. Cindrella</b> [Registrar (i/c)]	01.07.2020	18.01.2021	RC. No. NITT/Estt/Unit II/2020-21/12 , dated 30.06.2020
11.	<b>Dr. M. Umapathy</b> [Registrar (i/c)]	19.01.2021	16.03.2021 F.N.	NITT/DO/2021 dated 19.01.2021
12.	<b>Dr. M. Arivazhagan</b> [Registrar (i/c)]	16.03.2021 A.N.	17.05.2022 A.N.	NITT/DO/2021 dated 15.03.2021
13.	<b>Dr. N. Thamaraiselvan,</b> [Registrar (i/c)]	18.05.2022	Till Date	NITT/DO/2022 dated 18.05.2022

**18.4 The name, designation and other particulars of the First Appellate Authority:**

**Dr. M. Punniyamoorthy**  
Professor, DOMS,  
NIT-Tiruchirappalli  
Tel : 91-431-250 3704  
Email: punniya@nitt.edu

**18.5 The name, designation and other particulars of the Chief Vigilance Officer appointed**

**Dr.T.N.Janakiraman**, Professor, Department of Mathematics is appointed as the **Chief Vigilance Officer (CVO)** of the Institute. All matters related to the CVO may be addressed to the above officer.  
Telephone No. of the CVO: 0431-2503669  
Cell Number of the CVO: 9489066245  
Email of the CVO: janaki@nitt.edu

**18.6 Consultancy committee of key stake holders for advice on Suo-motu disclosure**

**a) Date from which constituted: 27/10/2022**

**b) Name & Designation of the Officers:**

1. Dr. N Thamaraiselvan, Registrar (i/c)
2. Dr. R. Joseph Ponnaiah, Professor
3. Shri A Sivarajan, Assistant Registrar
4. Dr. Anu Kuriakose, Assistant Professor (Grade II)

**18.7 Committee of PIO/FAAs with rich experience in RTI to identify frequently sought information**

**a) Date from which constituted: 27/10/2022**

**b) Name & Designation of the Officers:**

1. Dr. M Punniyamoorthy, First Appellate Authority
2. Dr. N Thamaraiselvan, Registrar (i/c)
3. Head of the Department, Concerned department
4. Shri Karthikeyan R, Deputy Registrar (Accounts)

**Details about Number of applications received (by both CPIO and FirstAppellate Authority) under RTI Act, 2005 (Quarter-wise)**

Quarter	Opening Balance		Received during the Quarter (including transfer to other Pas)		No. of cases transferred to other PAs u/s 6(3) (Only for Requests)	No. of cases received as transfer from other PAs u/s 6(3)	Decisions where requests/appeals replied	
	Requests	First Appeal	Requests	First Appeal			Requests	First Appeal
1 <sup>st</sup> (April-June) of 2021-22	9	2	53	11	1	0	20	3
2 <sup>nd</sup> (July-September) of 2021-22	41	10	108	11	0	0	144	21
3 <sup>rd</sup> (October- December) of 2021-22	5	3	32	11	0	0	24	8
4 <sup>th</sup> (January-March) of 2021-22	13	6	51	10	0	0	47	12
1 <sup>st</sup> (April-June) of 2022-23	17	4	33	8	0	0	42	11
2 <sup>nd</sup> (July - August) of 2022-23	8	1	31	2	0	0	29	1
3 <sup>rd</sup> (October- December) of 2022-23	10	2	35	10	0	1	40	5
4 <sup>th</sup> (January - March) of 2022-23	6	7	53	3	0	0	37	9
1 <sup>st</sup> (April-June) of 2023-24	22	1	43	11	2	4	43	7
2 <sup>nd</sup> (July - August) of 2023-24	24	5	41	5	0	0	54	8
3 <sup>rd</sup> (October- December) of 2023-24	11	2	40	3	0	7	27	4
4 <sup>th</sup> (January - March) of 2023-24	31	1	43	5	1	20	78	4

**18.8 Frequently Asked Questions(FAQs):** Is available in the

given link <https://www.nitt.edu/home/righttoinfoact/>

**18.9 Replies to Questions asked in the Parliament: Replies to Questions asked in the Parliament is available in the given link**

[https://www.nitt.edu/home/righttoinfoact/Parliament\\_OA\\_2024.pdf](https://www.nitt.edu/home/righttoinfoact/Parliament_OA_2024.pdf)

**18.10 Citizen's Charter:** This Institute is under the control of Department of Higher Education (MoE).

Citizen's Charter is clear statement of the Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute.

**1. Vision & Mission:** <https://www.nitt.edu/home/about/>

**2. Grievance Redressal:** <https://www.nitt.edu/home/other/> & <https://pgportal.gov.in/>

**3. Service Delivery:** <https://www.nitt.edu/home/students/facilitiesnservices/>

**4. Admission Prospectus:** <https://www.nitt.edu/home/admissions/>  
[https://www.nitt.edu/home/academics/academic\\_documents/Procedure%20to%20obtain%20Transcript.pdf](https://www.nitt.edu/home/academics/academic_documents/Procedure%20to%20obtain%20Transcript.pdf)

**Institute has performed "Good" against the benchmark set in Citizen Charter.**

**19. Whether STQC certification obtained and its validity?** The institute has initiated the process of obtaining STQC.