

	National Institute of Technology, Tiruchirappalli (An Institute of National Importance, Ministry of Education, Govt. of India) Tanjore Main Road, Tiruchirappalli, Tamil Nadu 620 015		
	Ph: (0431) 2503957	Website: www.nitt.edu	Email: estt.section@nitt.edu

RIGHT TO INFORMATION ACT, 2005

Obligations of Public Authority

Manual as on

24th July 2025

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.

Shri. Bhaskar Bhat, Former Managing Director of Titan Company Limited, served as the Chairperson of National Institute of Technology Tiruchirappalli until August 2023. Following this, Dr. G Aghila served as the Officiating Chairperson of the Board of Governors until 02.04.2025 and is currently the Director of National Institute of Technology Tiruchirappalli having assumed the position on 03.02.2022.

Previously, Dr. G Aghila served as Registrar-in-Charge of National Institute of Technology Puducherry, where she was also a Professor in the Department of Computer Science and Engineering. She holds a Ph.D. from Anna University, Chennai, and has made significant contributions to the fields of Blockchain, Big Data Analytics, Ontology Engineering, Cheminformatics, and Artificial Intelligence.

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 changing scene 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 for its postgraduate 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 recognition, the Institute gained autonomy in framing its own syllabi and devising its own methods of evaluation and examinations for all its postgraduate courses.

In 1982, when Bharathidasan University was established in Tiruchirappalli, the Institute became affiliated with the new university while continuing its autonomous status for its postgraduate programs. Students admitted to the various autonomous postgraduate programs of the Institute during 1978-82 were awarded degrees by the University of Madras, with the name of the Regional Engineering College, Tiruchirappalli, indicated on their degree certificates. For students admitted in 1982, degrees were awarded by Bharathidasan University, Tiruchirappalli.

The Institute now offers ten undergraduate courses and twenty-six postgraduate courses in various disciplines of Science, Engineering, and Technology, along with Ph.D. programs in all departments. Admission to undergraduate programs is based on the +2 or other qualifying examinations and the rank obtained in the Joint Entrance Examination (JEE Main). Admissions are also open for Foreign Nationals, Persons of Indian Origin (PIOs), and Non-Resident Indians (NRIs) under the Direct Admission of Students Abroad (DASA) scheme.

- Admission to postgraduate programs is based on 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. programs (Physics, Chemistry, Mathematics, and Computer Science) are based on marks obtained in an entrance test conducted by the Institute, as well as qualifying degree examination marks.
- Admission to the MBA program is based on scores in the Common Admission Test (CAT).
- Admission to the MCA program is based on scores in the NIT MCA Common Entrance Test (NIMCET).
- Admission to the Master of Science (By Research) program is based on scores in the Graduate Aptitude Test in Engineering (GATE).

The research programs (M.S. and Ph.D.) train candidates to pursue original research ideas and expand existing knowledge, preparing them for careers in academia as well as research and development.

Admission to the Doctor of Philosophy (Ph.D.) program is offered under the following categories:

- ✓ Ph.D. (Full time) / Stipendiary
- ✓ Ph.D. (Full time) / Project
- ✓ Ph.D. (Full time) / Non-Stipendiary
- ✓ Ph.D. / (Part time - External / On-campus).

Short-listed candidates, after the written test, are required to appear for a technical and personal interview conducted by the Departmental Research Committee.

The Institute has transformed itself through various academic reforms, student exchange programs, and credit transfer initiatives. It also underwent a major peer review process, involving experts from IITs, leading industries, and distinguished academicians. The critical feedback from these reviewers has been invaluable in the Institute's ongoing efforts to achieve 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. 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:

(a) 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: -

- 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;
- To hold examinations and grant degrees, diplomas and other academic distinctions or titles;

- To confer honorary degrees or other distinctions;
- To fix, demand and receive fees and other charges;
- To establish, maintain and manage halls and hostels for the residence of students;
- To supervise and control the residence, regulate the discipline of the students of the Institute and make arrangements for promoting their health, general welfare, and cultural and corporate life.
- To provide for the maintenance of units of the National Cadet Corps for the students of the Institute;
- To institute academic and other posts with the prior approval of the Central Government, and to make appointments thereto excluding the Director;
- To frame Statutes and Ordinances and to alter, modify or rescind the same;
- 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;
- 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;
- 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;
- To Institute and award fellowships, scholarships, exhibitions, prizes and medals;
- To undertake consultancy in the areas or disciplines relating to the Institute; and
- 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.

(b) 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.

The organizational chart/structure of the institute is available on the institute's website.

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

Name of the Director & Former Directors

S. No.	Name	Period		Order No.
		From	To	
1.	Dr. M Chidambaram	2005	2010	F. 20-6/2005 - TS.III Dt 18 th Oct 2005
2.	Dr. Srinivasan Sundarrajan	2011	2016	No. F.24-5/2010 – TS.III dated 27 th June 2011
3.	Dr. Mini Shaji Thomas	28.11.2016	27.11.2021	F.34-8/2015-TS.III (Pt.) Dt 18 th Oct 2016
4.	Dr. G Kannabiran, Director i/c	28.11.2021	02.02.2022	F. No. 35-2/2021- T.S.III Dt 8 th Oct 2021
5.	Dr. G Aghila, Director	03.02.2022	Till date	F.No.35-1/2021 - TS.III Dt. 01 st Feb 2022

1.6 Names of Heads of Departments are available on the Institute's website.

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

1.7 (a) Names of Deans and Associate Deans are available on the Institute's website.

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

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

(b) Whether their meetings are open to the public?

No. As per NIT Act and statute, the statutory meetings are open for the members only.

2. Powers and Duties:

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

2.1 Powers and Duties of the Chairman of the Board of Governors and the Director of the Institute:

<https://www.nitt.edu/home/righttoinfoact/NITact2007.pdf>

- 2.2 (a) Delegation of powers to the Chairman, the Director, the Heads of Departments, the Senior Administrative Officer, and the Accounts Officer is available at:

<https://www.nitt.edu/home/righttoinfoact/NITact2007.pdf>

(b) Budget for Foreign and domestic tours.

There is no separate budget for foreign and domestic tours. However, the same shall be accommodated in the general budget under OH 31.

- 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&IEST.p
df](http://nitcouncil.org.in/data/pdf/recruitments/NewRRsforFacultyofNITs&IEST.pdf)

The non-teaching staff members are governed by the Recruitment Rules (RRs) of the Institute.

<https://www.nitt.edu/home/righttoinfoact/RR-NonFacultyStaff-NITs.pdf>

- 2.4 Rules under which these powers and duties are derived and exercised:

Powers and duties of the above officers of the Institute are defined in the following link:

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

- 2.5 **Work Allocation:**

In a public authority, the competent authority allocates work to different departments from time to time as per the provisions of acts, statutes, and Institute rules. This 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/RR-NonFacultyStaff-NITs.pdf>

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

The Institute has a Director, six Deans, a Registrar and Heads of Departments/Sections who carry out various functions as per the procedures laid down in the Statutes of the Institute. Decisions are communicated to the public through notices, announcements, the website, and advertisements. The final authority to vet decisions rests with the Director, the Board of Governors, the Council for NITs, or the Visitor of the Institute. The Institute makes decisions regarding student affairs, faculty and staff affairs, as well as the facilities and infrastructure of the Institute.

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

Officials/Officers: As per the work allocation orders issued to officials/officers from time to time, the concerned proposals or files are examined in detail. After thorough scrutiny, the proposals are submitted to the Director of the Institute for administrative or financial sanction/approval.

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

3.2 **Time Limit:**

The time limit for taking decisions varies from project to project or programme to programme. Routine correspondence received from different departments is time-bound and is disposed of within the specified time limit by the institute.

3.3 **Channel of Supervision and Accountability:**

Decisions and work allocation are delegated from the Board of Governors (BoGs) to the Director, and from the Director to other administrative officers, Heads of Departments (HoDs), and others. Additionally, the organizational chart in Section 1.5 illustrates the channel of supervision and 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 on the website:

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

4.1 Normal Procedure:

The institute follows the norms laid down by the Board of Governors (BoGs) and the Ministry of Education (MoE) while executing various activities and programmes. Proposals received from faculty, departments, and students requesting permission for financial assistance or sanction under various schemes are submitted to the Director for administrative approval. The Director's decisions, sanctions, and approvals are then implemented accordingly.

4.2 Time limit:

Routine correspondence received from different departments is time-bound and is disposed of within the specified time limit by the institute.

4.3 Grievance Redressal Mechanism and Process of redress of Grievances:

The Grievance Redressal Committee (Faculty & Non-Faculty) of the institute is uploaded on the institute's website.

<http://ruby.nitt.edu/consolidated-committees.pdf>

Faculty	:	Chairperson	:	Dr. S Arul Daniel, Professor (HAG) of Electrical and Electronics Engineering
		Contact mail	:	estt.section@nitt.edu
Non-Faculty	:	Chairperson	:	Dr. P Asokan, Professor (HAG), Production Engineering
		Contact mail	:	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 grievances within the framework of applicable rules, 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 is governed by the Fundamental Rules and Service Rules, General Financial Rules (GFR) of the Government of India, Recruitment and Service Rules, Quarters Allotment Rules, and other relevant regulations. The institute follows the GFR for all finance and purchase-related matters, as well as the CCS (CCA) Rules, CCS (Pension) Rules, and the NPS Scheme of the Government of India.

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

Memorandum of Association (MoA), TA/DA Rules, House Allotment Rules, Hostel Rules

<https://www.nitt.edu/home/academics/rules/>

Admission procedures for UG, PG, M.S., and Ph.D. programmes

https://www.nitt.edu/home/academics/admission_procedure/

Institute Journal Paper Publication guidelines

<https://nitt.irins.org/>

5.1 Transfer Policy and Transfer Orders:

NIT Tiruchirappalli is a Central Autonomous Body under the Department of Higher Education, Ministry of Education, Government of India. Since there is no provision for transfer from one Autonomous Body to another, transfers for faculty cadre between autonomous bodies are not applicable. However, internal transfers of Institute employees have been made from time to time based on administrative requirements.

Transfer Orders:

https://www.nitt.edu/home/righttoinfoact/Transfer_2024-25.pdf

6. Documents held by the Institute:

The institute holds various documents such as the Service Register, Pay Ledger, GPF Register, Confidential Reports, Annual Reports, Agenda and Minutes of Board of Governors (BoG) meetings, Consumable and Non-consumable Stock Registers, Inward and Despatch Registers, Attendance Register, Hostel and Guest House Room Occupancy Register, Newsletters, Land Papers, Built Plan Approvals, etc. Decisions of the BoG are always uploaded on the institute's website. The composition of the governing body, senate, and other academic and administrative bodies, along with their functions and responsibilities, are also available on the institute's website.

6.1 Each Department/Centre/Section at the institute:

Each Department, Centre or Section holds different categories of documents related to the work allocated to them by the competent authority, as per the NIT Act, Statutes and related Government of India (GOI) rules. The documents held by the institute are categorized according to the respective departments holding them. Accordingly, the documents may be categorized as follows:

The documents are categorized into various types, including 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 and Committees Documents, Admission Documents, etc.

6.2 The custodians of these documents/categories are the Registrar and the Heads of Departments (HoDs).

7. The constitution of Committee:

The constitution and names of the incumbents of the following committees - Board of Governors, Finance Committee, Building & Works Committee, Senate, Internal Complaints Committee and Grievance Redressal Committee are available at the links mentioned below.

The names of the Boards, Councils, Committees, etc., along with their composition, term/tenure, powers, and functions are as per the NIT Act and Statutes uploaded on the institute's website. The minutes of the meetings are open to the public and are available on the institute's website, as detailed below:

The list of members of the Board of Governors of the institute is available on the institute's website.

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

The minutes of the Board of Governors of the Institute have been uploaded to the Institute's website:

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

S. No.	Board of Governors (BoG)	Available Links
1.	75 th	https://www.nitt.edu/home/righttoinfoact/bog75.pdf
2.	76 th	https://www.nitt.edu/home/righttoinfoact/bog76-2.pdf
3.	77 th	https://www.nitt.edu/home/righttoinfoact/bog77.pdf
4.	78 th	https://www.nitt.edu/home/righttoinfoact/bog78.pdf

The minutes of the Finance Committee of the Institute have been uploaded to the Institute's website under "Finance Committee Minutes":

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

S. No.	Finance Committee (FC)	Available Links
1.	56 th	https://www.nitt.edu/home/righttoinfoact/FC56.pdf
2.	57 th	https://www.nitt.edu/home/righttoinfoact/FC57.pdf
3.	58 th	https://www.nitt.edu/home/righttoinfoact/FC58.pdf
4.	59 th	https://www.nitt.edu/home/righttoinfoact/FC59.pdf

The minutes of the meeting of the Building & Works Committee of the Institute have been uploaded to the Institute's website under "Building & Works Committee Minutes":

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

The minutes of the meeting of the Senate of the Institute have been uploaded to the Institute's website under "Senate Minutes"

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

S. No.	Senate	Available Links
1.	63 rd	https://www.nitt.edu/home/righttoinfoact/senate63.pdf
2.	64 th	https://www.nitt.edu/home/righttoinfoact/senate64.pdf
3.	65 th	https://www.nitt.edu/home/righttoinfoact/senate65.pdf
4.	66 th	https://www.nitt.edu/home/righttoinfoact/senate66.pdf
5.	67 th	https://www.nitt.edu/home/righttoinfoact/senate67.pdf

The members of the Grievance Redressal Committee of the Institute have been uploaded to the Institute's website:

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

The members of the Anti-Ragging Squad and Anti-Ragging Committee of the Institute have been uploaded to the Institute's website:

https://www.nitt.edu/home/students/antiragging/Anti_Ragging_Committee_2024.pdf

The members of the Internal Complaints Committee of the Institute have been listed on the Institute's official website.

<https://www.nitt.edu/home/righttoinfoact/ICC-2024.pdf>

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

8. Directory of NIT-Tiruchirappalli Officers and Employees:

Names and designations of the officers of the institute (staff number-wise) are available on the institute website:

<https://nitt.edu/home/righttoinfoact/employees-list-July2025.pdf>

A Communication Directory of Heads of Departments, Faculty and Non-Faculty members, along with their phone numbers and email IDs, is available on the institute website under the concerned departments/sections:

<https://www.nitt.edu/home/academics/departments/>

9. The Remuneration Received by Each of Its Officers and Employees

9.1 List of Institute Employees with Basic Pay:

The list of institute employees along with their basic pay is uploaded on the institute website and can be accessed at:

<https://www.nitt.edu/home/righttoinfoact/Emp-March-2025-v2.pdf>

9.2 System of Compensation as Provided in Its Regulations:

Child Care Leave, Earned Leave, Extraordinary Leave, Commuted Leave on medical grounds, medical care, etc., are provided as per the Central Civil Services (CCS) Rules, 1972, Government of India. The complete rules and regulations are available at:

<https://www.nitt.edu/home/administration/rules/Leave-Rules.pdf>

In addition, the faculty of the institute is granted leave as per the same regulations, which can be accessed at the above link.

<https://www.nitt.edu/home/administration/rules/Leave-Rules.pdf>

10. Budget Allocation

The budget allocated to each department and section of NIT Tiruchirappalli includes details of all plans, proposed expenditures, and reports on disbursements made.

The annual budget allocation and proposed expenditures are included in this manual. The budget is proposed by the Heads of Departments (HoDs) or Section In-charges based on their requirements. It is then evaluated by an institute-level committee and finally submitted to the Finance Committee and the Board of Governors (BoGs) for consideration and approval. Activities approved by the BoGs are carried out, and the allocated budget for these activities is utilized by the respective departments.

- ✓ The budget and balance for each year are available in the Annual Report online at:

<https://www.nitt.edu/home/righttoinfoact/AnnualAccounts2023-24.pdf>

(Annual accounts for the current year will be uploaded once the audit is completed)

- ✓ Budget for each agency and plans & 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 :

Details of institute-sanctioned foreign tours are available in the minutes of the Board of Governors (BoG) meetings and can also be accessed at the following link:

https://www.nitt.edu/home/righttoinfoact/List_Foreign_Domestic_Tours_2024-25.pdf

10.2 Information Related to Procurements :

- Notice/tender enquiries, and corrigenda, if any, thereon
- Details of bids awarded, including the names of suppliers of goods/services being procured
- Works contracts concluded, in any such combination of the above
- The rates and the above information are available under the “Tender” section on the Institute website

<https://www.nitt.edu/home/other/tenders/>

PO Details

<https://www.nitt.edu/home/other/tenders/Stores-PO-2024-25.pdf>

Government e Marketplace (GeM) PO

<https://www.nitt.edu/home/other/tenders/Stores-GeM-PO-2024-25.pdf>

11. Penalty Proceedings:

- Number of employees against whom disciplinary action is pending for minor or major penalty proceedings - **Nil**
- Number of employees against whom disciplinary action has been finalized for minor or major penalty proceedings - **Nil**

12. Subsidy Programmes & 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 grants are available at the institute.

13. Particulars of Concessions, Permits, or Authorizations Granted by the Institute:

Student Concessions:

(a) Fee exemption

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/ms_phd_fee_structure/

(b) Scholarship

<https://www.nitt.edu/home/academics/scholarships/>

https://www.nitt.edu/home/students/circulars/DSW_SFS_2024-25_FY.pdf

https://www.nitt.edu/home/students/circulars/DSW_SFS_2024-25_Except_FY.pdf

(c) Staff Concessions

As per Government of India (GoI) rules, candidates belonging to reserved categories (SC/ST/PwD) and women candidates are eligible for application fee concessions/exemptions in each recruitment advertisement issued by the institute.

14. CAG & PAC Paras :

The CAG and PAC paras, along with the Action Taken Reports (ATRs), after being laid on the table of both Houses of Parliament, are included in the Separate Audit Report (SAR) on the Annual Report for the Financial Year 2023-24. The SAR was issued by the Comptroller and Auditor General of India (CAG) vide No. DGA(C)/CE/II/28-60/24-25/83 Dated 12.10.2024.

The report is available at the following links:

English Version:

https://www.nitt.edu/home/administration/annualreports/Annual_Report_2023-24.pdf

Hindi Version :

https://www.nitt.edu/home/administration/annualreports/Annual_Report_2023-24_Hindi.pdf

It is further informed that there are no CAG and PAC Paras pertaining to the Institute.

15. Publicity and Public Interface

15.1 Particulars of any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or its implementation [Section 4(1)(b)(vii)] [F. No. 1/6/2011-IR Dated 15.04.2013]

(a) *Relevant Acts, Rules, Forms, and Other Documents*

Citizens can access important Acts, Rules, Forms, and documents through the official RTI portal of NIT Trichy at the following link:

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

(b) *Arrangements for consultation with or representation by:*

- Members of the public in policy formulation and policy implementation
- Days and times allotted for visitors
- Contact details of the Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

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

- Publish all relevant facts while formulating important policies or announcing decisions that affect the public, to make the process more interactive – Policy decisions/legislation taken in the previous year.
- Publish all relevant facts while formulating important policies or announcing decisions that affect the public to make the process more interactive. Outline the public consultation process.
- Publish all relevant facts when formulating important policies or announcing decisions that affect the public to ensure a more interactive process. Additionally, outline the consultation arrangements prior to policy formulation.

The information is available at the following links:

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

<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, as provided below, contains comprehensive information on the institute's activities. Relevant documents such as TA/DA rules, hostel rules, minutes of the Board of Governors (BoG) meetings, finance committee meetings, and newsletters are also accessible on the website.

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

16.1 List of Materials Available Free of Cost:

The soft copies of the Annual Report, Financial Statements (Annual Accounts), Admission Prospectus, RTI Information Manual, Institute Publications, Journal Abstracts, Newsletters, Memorandum of Association (MoA), Admission Rules and Regulations, Important Notifications, e-print resources, and other manuals are available for free download on the institute's website.

16.2 List of Information Available at a Reasonable Cost:

All information accessible under the RTI Act, 2005, can be obtained from the CPIO office in accordance with the provisions of the Act and its associated rules.

16.3 E-Governance:

- The RTI Manual is available in English and the local language.
- A printed form of the RTI Manual is available at the 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 Central Library of NIT Tiruchirappalli offers membership facilities to retired faculty members, staff, alumni of the institute, members of academic institutions, professionals, the teaching community and individuals working in corporate or government organizations. This membership provides borrowing privileges and reference access to the library's print collection. Borrowing privileges do not cover articles, data, reports, or other materials from the electronic collection.

Access to the library and memberships are governed by the rules and regulations of the NIT Tiruchirappalli Central Library, which are revised periodically.

Library Hours:

Monday to Friday : 9:00 a.m. to 9:00 p.m.

Saturday : 9:00 a.m. to 5:00 p.m.

(The library will be closed on public holidays)

In addition, e-journals and e-books are accessible 24/7.

17.1 Contact Person & Contact Details (Phone, Fax, and Email)

The CPIO,
National Institute of Technology,
Tiruchirappalli - 620015, Tamil Nadu,
Tel No: 0431-2503052
Mobile No: +91-9486001107
Fax: 0431-2500133 Email: registrar@nitt.edu

17.2 List of Completed Schemes/Projects/Programs and List of Schemes/Projects/Programs Underway:

The information is available on the institute website:

<https://www.nitt.edu/home/righttoinfoact/Dean-RC-Project-List-Jun2025.pdf>

18. Programs to Advance Understanding of RTI:

(a) Educational Programs:

- NIT Tiruchirappalli organizes a number of sessions on RTI awareness for staff and students.
- The CPIO conducted a session on RTI during the orientation program for students on 23-08-2023.

(b) Efforts to Encourage Public Authority to Participate in These Programs:

- Emails and circulars are issued to employees and students for participation in the RTI awareness program.
- The notifications/circulars received from the Central Information Commission (CIC) are shared with the staff and students of the institute.

(c) Training of CPIO/APIO:

Efforts to Encourage Public Authority Participation:

APIOs and officers participated in a 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, and other information are uploaded and updated at regular intervals on the institute's website:

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

18.2 Third-Party Audit of Proactive Disclosures of Detailed Information of NIT, Tiruchirappalli (as Required Under RTI Act 2005):

(a) NITTR Chandigarh conducted the third-party audit for 2022-23 on 14.09.2023.

Audit Team:

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

The audit report is also available at the given link.

<https://www.nitt.edu/home/righttoinfoact/Third-Party-Audited-Report-2022-23.pdf>

(b) NITTR Chandigarh conducted the third-party audit for 2023-24 on 05.07.2024.

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

The audit report is also available at the given link.

<https://www.nitt.edu/home/righttoinfoact/Third-Party-Audited-Report-2023-24.pdf>

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

Dr. S. A. Senthil Kumar,
Registrar,
National Institute of Technology,
Tiruchirappalli - 620015
Tel No.: 0431-250 3052
Mobile No.: +91 9486001107
Fax: 0431-2500133
Email ID: registrar@nitt.edu

Earlier CPIO List from 01.01.2005

S. No.	Name	Period		Remarks
		From	To	
1.	Dr. A K Benerjee, Registrar i/c	04.02.2004	10.11.2005	Rc. No. A2/159/2004 dated 03.02.2004
2.	Dr. C S Karuppan Chetty, Registrar i/c	11.11.2005	31.05.2006	Rc. No. A1/592/2005 dated 09.11.2005
3.	Dr. T Suryakumar	01.06.2006	30.05.2008	Rc. No. A2/168/2006 dated 27.04.2006
4.	Dr. D Deivamoney Selvam, Registrar i/c	05.06.2008	25.08.2009	Rc. No. A2/536/2008
5.	Shri J. Ernest Samuel Ratnakumar	25.08.2009	28.12.2010	Rc. No. A2/541/2009 dated 25.08.2009
6.	Dr. S Moses Santhakumar, Registrar i/c	09.12.2010	31.12.2010	Rc. No. Estt/A2/536/2010 dated 13.12.2010
7.	Dr. A K Banerjee, Registrar i/c	31.12.2010	06.03.2012	Rc. No. Estt/A1/2010 dated 31.12.2010.
8.	Dr. G. Swaminathan, Officiating Registrar	07.03.2012	12.08.2015	No. NITT/Estt./2011-12 dated 07.03.2012
9.	Shri. A Palanivel	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.	Dr. L. Cindrella, Registrar, i/c	01.07.2020	18.01.2021	RC. No. NITT/Estt/Unit II/2020-21/12, dated 30.06.2020
11.	Dr. M Umapathy, Registrar, i/c	19.01.2021	16.03.2021 F.N.	NITT/DO/2021 dated 19.01.2021
12.	Dr. M Arivazhagan, Registrar i/c	16.03.2021 A.N.	17.05.2022 A.N.	NITT/DO/2021 dated 15.03.2021
13.	Dr. N Thamaraiselvan, Registrar i/c	18.05.2022	02.01.2025	NITT/DO/2022 dated 18.05.2022
14.	Dr. S A Senthil Kumar	03.01.2025	Till Date	Office Order No. 167/2023-24 Dated 17.12.2024

18.4 Name, Designation and Other Particulars of the First Appellate Authority :

Dr. M Punniyamoorthy,
Professor (HAG)
Department of Management Studies,
National Institute of Technology, Tiruchirappalli
Tel: +91-431- 2503704, Email: punniya@nitt.edu

18.5 Name, Designation and Other Particulars of the Chief Vigilance Officer:

Dr. P Palanisamy, Professor of Department of Electronics and Communication Engineering 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: 0431-2503312

Cell Number of the CVO: 9486001111

Email of the CVO: cvo@nitt.edu and palan@nitt.edu

18.6 Consultancy Committee of Key Stakeholders for Advice on Suo-motu Disclosure

- a) Date of Constitution - 27.10.2022
- b) Names and Designations of Members:
 - Dr. S. A. Senthil Kumar, Registrar
 - Dr. R. Joseph Ponnaiah, Professor
 - Shri. R. Karthikeyan, Deputy Registrar (Establishment)
 - 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 of Constitution - 27.10.2022
- b) Names and Designations of Members:
 - Dr. M. Punniyamoorthy, First Appellate Authority
 - Dr. S. A. Senthil Kumar, Registrar
 - Head of the Department, Concerned Department
 - Shri. S. Saravanan, Deputy Registrar (Finance & Accounts)

Details about Number of applications received (by both CPIO and First Appellate 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 st (April-June) of 2022-23	17	4	33	8	0	0	42	11
2 nd (July - August) of 2022-23	8	1	31	2	0	0	29	1
3 rd (October-December) of 2022-23	10	2	35	10	0	1	40	5
4 th (January - March) of 2022-23	6	7	53	3	0	0	37	9
1 st (April-June) of 2023-24	22	1	43	11	2	4	43	7
2 nd (July - August) of 2023-24	24	5	41	5	0	0	54	8
3 rd (October-December) of 2023-24	11	2	40	3	0	7	27	4
4 th (January - March) of 2023-24	31	1	43	5	1	20	78	4
1 st (April-June) of 2024-25	15	02	89	7	0	38	79	04
2 nd (July - August) of 2024-25	25	05	76	08	0	26	75	09
3 rd (October-December) of 2024-25	26	04	77	07	0	35	73	11
4 th (January - March) of 2024-25	30	0	57	01	0	13	67	01

18.8 Frequently Asked Questions (FAQs):

The FAQs are available at the provided link.

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

18.9 Replies to Parliamentary Questions:

The replies to questions asked in Parliament can be accessed via the provided link.

https://www.nitt.edu/home/righttoinfoact/Parliament_QA_2025.pdf

18.10 Citizen's Charter:

This institute operates under the control of the Department of Higher Education, Ministry of Education. The Citizen's Charter clearly outlines the institute's Vision and Mission, programmes and activities, client groups and stakeholders, along with the specified time frame for each service provided by the institute.

Vision & Mission:

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

Grievance Redressal:

<https://www.nitt.edu/home/other/> & <https://pgportal.gov.in/>

Service Delivery:

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

Admission Prospectus:

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

https://www.nitt.edu/home/academics/academic_documents/Procedure%20to%20obtain%20Transcript.pdf

The institute has achieved a 'Good' rating against the benchmarks set in the Citizen's Charter.

19. Whether STQC certification has been obtained and its validity:

The institute has initiated the process to obtain STQC certification.