

National Institute of Technical Teachers Training & Research

Sector 26, Chandigarh – 160 019

RIGHT TO INFORMATION ACT, 2005

Obligations of Public Authority

Manuals

(Updated as on 10.08.2022)

Manual 1:

The particulars of NITTTR's organization, functions and duties.

Brief History

In realization of the need for training better quality technicians to meet the large scale industrialization of the country, the Ministry of Human Resource Development (the then Ministry of Education), Government of India established four Regional Technical Teachers Training Institutes (now National Institute of Technical Teachers Training & Research, NITTTR at Bhopal, Chandigarh, Chennai and Kolkata in 1967. The Institute at Chandigarh is one of these four NITTTRs, started in collaboration with Royal Netherlands Government (upto 1974). It was established to meet the requirements for the growth and development of polytechnic education in the northern region covering the states of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi and Union Territory of Chandigarh. The institute is registered under the Societies Registration Act, 1860 and is managed by a Board of Governors.

The institute started with long term teachers' training programmes for polytechnic teachers in 1967 and was also entrusted with the responsibility of promoting curriculum development work for the states in the region. To improve the competence of teachers for implementing new curricula designed by this institute, short term courses are being offered since 1967. The institute established a Media Centre in 1981 for preparing print and non-print instructional materials.

The institute also set up the department of **Rural Development and the department of Entrepreneurship Development** to assist polytechnics in promoting entrepreneurship and community development activities. The **Educational Television and Computer Science departments** were established in the year 1981 and 1982 respectively. Since 1983, the institute has been guiding and assisting the states in the areas of Educational Planning and Management. Since 1992, the institute started offering Regular Master of Engineering Programmes in (i) Engineering Education and (ii) Manufacturing Technology. In the year 1994, two more programmes namely Master of Engineering in Construction Technology and Management and Computer Science and Engineering were added. In the year 1998, two more Master of Engineering Programmes in Instrumentation and Control and Electronics and Communication Engineering were added. Since 2005, the institute started offering the Master of Engineering Programmes in all the above disciplines on Modular basis also. All these ME programmes, being offered for teachers of technical institutions and their administrators, working professionals from industry and fresh engineering graduates, are duly approved by AICTE, New Delhi and Permanently affiliated to Panjab University, Chandigarh. Since June 2001, this institute has been conducting short term courses in various subjects for faculty of Engineering Colleges in addition to organizing AICTE sponsored Training Programmes.

Upgradation of the Institute

The institute has been upgraded and renamed as National Institute of Technical Teachers Training and Research on 18 November, 2003 with an objective to play a wider role for the improvement of Technical Education in the country. Director is the Executive Head of the institute.

ISO Certification: The institute is ISO 9001-2008 certified.

Name & Address of the Organization: **National Institute of Technical Teachers Training & Research, Sector 26, Chandigarh – 160 019**

Head of the Organization: **Professor (Dr.) SS Pattnaik, Director**

Vision, Mission and Key objectives: (<http://www.nitttrchd.ac.in/sitenew1/index11.php>)

Vision

To be a lead resource institute for promoting excellence in technical education system.

Mission

- To offer continuing education and training programs for the faculty and staff of the technical education system.
- To develop need-based curricula for technical education program.
- To develop instructional material to enhance effectiveness of teaching-learning process.
- To undertake research and development in engineering & technology and technical education.
- To provide extension and consultancy services to technical education system.

Broad Objectives of the Institute

- To provide professional education and training for teachers of engineering and technology disciplines in technical institutions for advancement of learning towards promoting excellence in technical education and industry.
- To strive for continuous improvement in instruction and research in engineering and technology disciplines and research in management of technical education.
- To actively support the growth and quality improvement of technical education in the country through involvement in activities at national and state levels.

Operational Objectives

- To act as a centre for offering quality training programs for teachers as per need of the system, covering the entire gamut of technical education including polytechnics, engineering colleges, vocational and management education at national level
- To arrange for practical training of technical teachers in industries
- To undertake systemic research to provide research inputs for development of technical education, training systems and its management
- To undertake action research for development of innovative methods, processes and practices for improvement of teaching learning environment in technical and vocational education institutions
- To design new instructional system and strategies for production of multimedia learning materials
- To develop and disseminate learning resources like Text books, Laboratory Manuals, Video Programs, Computer Assisted Instructional Multimedia Packages to technical and vocational institutions and other organisations
- To offer programs for technical and vocational teachers through distance learning mode using state of the art technologies
- To offer courses / programs for technical and vocational teachers to suit overseas demand especially for SAARC and ASEAN countries
- To collaborate with community and industry in organising Continuing and Non-formal vocational education programs
- To undertake consultancy and extension work for industry, technical institutions/ organizations
- To provide support services to Government of India schemes related to technical and vocational education system and as entrusted by MHRD, Government of India, from time to time
- To cooperate with educational or other institutions in any part of the world having objectives 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 objectives

The institute is continually striving to achieve its stated objectives and remain in the forefront in all its functional areas.

Functions & Duties:

The functions and duties of the institute are detailed in the Memorandum of Association (MoA) of the institute (<http://www.nitttrchd.ac.in/siteneew1/pdf/moa.pdf>).

Organizational Chart/Structure of the Institute: Available on the institute website (<http://www.nitttrchd.ac.in/siteneew1/pdf/orgchart.pdf>).

Any other Details – the genesis, inception, formation of the departments and HoD from time to time as well as Committees constituted:

Brief History of the institute along with formation of other department is given in the first page of this manual. Formation of various departments along with HoDs, faculty & staff, Facilities/laboratories etc. are given under the Link Academics – Department & Centres in the institute website; <http://www.nitttrchd.ac.in/siteneew1/index11.php>.

Name of Director:

Name of Head of Department	Dates		
	From	To	
Dr. SC Laroia (Acting)	18.08.2006	30.06.2009	The said detail is available at: http://www.nitttrchd.ac.in/siteneew1/photogallery/directors.php
Dr. Parijat De	01.07.2009	03.06.2011	
Dr. KM Rastogi (Acting)	04.06.2011	31.03.2012	
Dr. Samir Kumar Das (Acting)	01.04.2012	19.07.2012	
Dr. MP Poonia	20.07.2012	18.01.2017	
Dr. PK Tulsi (Acting)	19.01.2017	17.08.2017	
Dr. SS Pattnaik	18.08.2017	Till date	

Name of Head of Department:

Name of Department	Name of Head of Department	Dates		Institute Office Order No. & Date
		From	To	
Applied Science	Dr. BC Chaudhary	01.07.2011	02.02.2020	OO No. 299 dated 31.01.2020
	Dr. Pankaj Sharma	03.02.2020	Till date	
Civil Engineering	Dr. Hemant Sood	02.06.2015	03.07.2018	OO No 92 dated 29.06.2015
	Dr. Sanjay Sharma	03.07.2018	04.07.2021	OO No 89 dated 29.6.2018
	Dr. Hemant Sood	05.07.2021	Till date	OO No.82 dated 01.07.2021
Computer Science & Engineering	Dr. C Rama Krishna	30.06.2015	30.06.2018	OO No. 92 dated 29.05.2015
	Dr. Maitreyee Dutta	01.07.2018	31.03.2019	OO No. 89 dated 29.06.2018
	Dr. C Rama Krishna	01.04.2019	05.01.2020	OO No. 329 dated 06.03.2019
	Dr. C Rama Krishna	01.06.2021	Till date	OO No. 35 dated 01.06.2021
Curriculum Development	Dr. AB Gupta	01.06.2011	31.03.2019	OO No. 46 dated 31.5.2011
	Dr. Rajesh Mehra	01.04.2019	19.04.2022	OO No 329 dated 06.03.2019
	Dr. AB Gupta	20.04.2022	Till date	OO No. 16 dated 19.04.2022

Education & Educational Management	Dr. PK Tulsi		12.06.2017	
	Dr. Sunil Dutt	13.06.2017	20.04.2022	OO No. 51 dated 12.06.2017
	Dr. UN Roy	21.04.2022	Till date	OO No. 16 dated 19.04.2022
Electrical Engineering				
	Dr. S Chatterji			
	Dr. Lini Mathew	01.07.2015	Till date	
Electronics & communication Engineering				
	Dr. Maitreyee Dutta	30.06.2015	15.02.2017	OO No. 91 dated 29.06.2015
	Dr. Amod Gupta	01.04.2019	31.07.2019	OO No. 329 dated 06.03.2019
	Dr. SS Gill	01.08.2019	31.07.2022	OO No. 124 dated 24.07.2019
	Dr. Amod Gupta	01.08.2022	Till date	OO No. 119 dated 27.07.2022
Entrepreneurship Development & Industrial Coordination				
	Dr. SK Dhameja	01.02.2019	07.02.2022	OO No. 299 dated 01.02.2019
	Dr. Niraj Bala	08.02.2022	Till date	OO No. 317 dated 08.02.2022
Information Management & Emerging Engineering				
	Dr. BS Pabla	12.06.2014	23.10.2016	OO No 58 dated 12.06.2014 (IMCO)
	Dr. SK Dhameja	16.02.2017	13.09.2017	OO No. 265 dated 16.02.2017 (IMCO)
	Dr. Maitreyee Dutta	01.04.2019	--	OO No. 329 dated 06.03.2019 (IMCO)
	Dr. Maitreyee Dutta	01.06.2021	Till date	OO No. 35 dated 01.06.2021 (IMEE)
Mechanical Engineering				
	Dr. BS Pabla			
	Dr. SS Banwait	12.06.2014	12.06.2016	OO No 58 dated 12.6.2014
	Dr. SS Dhami	13.06.2017	31.05.2019	NITTTR/51 dated 12.06.2017
	Dr. Rupinder Singh	01.06.2021	Till date	OO No. 33 dated 31.5.2021
Media Engineering				
	Dr. Maitreyee Dutta	14.09.2017	05.01.2020	OO No. 132 dated 14.09.2017
	Dr. Rakesh K Wats	06.01.2020	Till date	OO No. 268 dated 31.12.2019
Rural Development				
	Dr. UN Roy			
	Dr. Poonam Syal	03.02.2020	Till date	OO No. 299 dated 31.01.2020

Name of Deans/Associate Deans:

Dean, Academics & International Affairs	Dr. SK Dhameja			
Dean, Research & Development	Dr. PK Tulsi			
	Dr. SP Bedi			
	Dr. SS Banwait			
Dean, Academics and Research & Development	Dr. Maitreyee Dutta		Till date	

Associate Dean (Product Development)	Dr. C Rama Krishna	16.03.2020	27.03.2022	
	Dr. SS Dhami	28.03.2022	27.03.2024	349 dated 28.03.2022 for a period of 2 years
Associate Dean (Student Affairs & Administration)	Dr. Rajesh Mehra		Till date	

Programs and Activities

To achieve its stated objectives, the institute undertakes the following spectrum of activities:

- Education and Training Programs
- Instructional Material Development (mainly focussing on digital resources or MOOCs for Swayam and NCTEL)
- Curriculum Development
- Research and Development
- Extension Services
- Consultancy in Technical Education and Technology Areas

Keeping in view the emerging needs of the country, the institute presently actively involved in the following areas as well:

- Development of various instructional resources with emphasis on digital content including educational video films and e-content generation providing easy access to the users across the nation. This also includes development and offering programs through MOOCs.
- Continuing Education for Working Engineers/Technicians/Managers

In addition to the above programs and activities, the institute offers consultancy services to international, national and state level organisations in the above areas.

Manual 2:

The Powers and Duties of NITTTR's officers and employees.

This manual includes the Powers and duties of the following officers and employees of the Institute as contained in the Memorandum of Association and Recruitment and Service Rules: Chairman of the Board of Governors, Director, Sr. Administrative Officer, Accounts Officer, Professors, Associate Professors, Assistant Professors, Technical Staff, Section Officer, ACO/Accountant, Assistants, Stenographers, U.D.C., L.D.C. and MSA.

Powers and duties of Chairman of the Board of Governors, Director contained in the MoA of the institute: (<http://www.nitttrchd.ac.in/sitenew1/pdf/moa.pdf>).

Delegation of Powers of the Chairman, the Director, the Heads of Department, the Senior Administrative Office and the Accounts officer are available at chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=http%3A%2F%2Fwww.nitttrchd.ac.in%2Fsitenev1%2Fpdf%2Fd_power.pdf&clen=10952233&chunk=true

Duties of other office bearers, i.e., Deans, HoDs, Chairman of various committees, role of committees, CVO are listed in the 'responsibilities' booklet of the institute: (<http://www.nitttrchd.ac.in/sitenew1/pdf/ResponsibilitiesofCommConstituted.pdf>).

Additional Duties of faculty & staff for 2022-23 is available at: <http://www.nitttrchd.ac.in/sitenew1/pdf/Revised%20Allocation%20of%20Additional%20Duties%202652022.pdf>.

However, the duties of faculty members are as per AICTE norms/RRs of the institute. The non-teaching staff members are also governed by RRs of the institute.

Rules under which these powers and duties are derived and **executed/exercised** – Powers & Duties of above Officers of the institute are defined in the MoA.

Work Allocation: In a public authority, the competent authority allocates the work to different departments from time to time as per the provisions of MoA and institute Rules. The same is communicated through Office Orders and Notifications. The list of persons deputed to various departments are available at under the Link Academics – Department & Centres in the institute website; <http://www.nitttrchd.ac.in/sitenew1/index11.php>

Manual 3:

The Procedure followed in the decision making process, including channels of supervision and accountability.

This manual highlights the Procedures followed for decision making including channels of supervision and accountability as per the rules of the Government of India or approved by Ministry of Education (MoE), Govt. of India/BoGs.

The institute follows the **Process of Decision Making** as per MoA and Rules. The decisions are at different levels mainly at BoGs/Director/HoD and in some cases it is at the ministry (MoE).

Final Decision-Making Bodies: Policy matters are decided at the level of BoGs, Academic Council, **Ministry (MoE)** as per MoA and Rules.

Stages through which Proposal/Scheme is being implemented:

- a) 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.
- b) 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.

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.

Channel of Supervision and Accountability: As per allocation of Work (BoGs to Director to HoDs to Faculty and staff). In addition, the Organizational Chart at Manual 1 shows the Channel of Supervision & Accountability. In Academic Department, each department is headed by HoD, who supervises the work of the staff of their departments and reports to the Director of the institute. In Establishment and Accounts Section, Faculty Incharge (Administration)/Section Officer/Accounts Officer supervise the work of the staff of their sections and reports to the Director (as the case may be). For details, please refer to the Organizational Chart/structure (<http://www.nitttrchd.ac.in/sitenew1/pdf/orgchart.pdf>).

Manual 4:

The Norms set by the Institute for the discharge of its function.

This manual includes the norms prescribed by Board of Governors of NITTTR under the Rules of Government of India as well as Memorandum of Association.

The Nature of functions/services offered are given below:

- Education and Training Programs
- Instructional Material Development (mainly focussing on digital resources or MOOCs for Swayam and NCTEL)
- Curriculum Development
- Research and Development
- Extension Services
- Consultancy in Technical Education and Technology Areas

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.

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.

Process of Redress of Grievances:

As per regulations of AICTE, New Delhi, a Grievance Redressal Committee has been constituted in the institute and, the appointment of Ombudsman for the purpose of redressal of grievances of the students, parents and others is made. All aggrieved students, their parents and others may approach to the Grievance Redressal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the 'Ombudsman' directly. The Ombudsman shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal.

Details of Grievance Redressal Cell is available at:
http://www.nitttrchd.ac.in/sitenew1/core/grievance_redressal.php.

Manual 5:

The Rules, Regulations, Instructions, Manuals and Records, held by the Institute or under its control or used by the Institute employees for discharging its functions.

The manual contains the by-laws specified in Memorandum of Association, 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 rules for administrative matter as per decision/amendment by BoGs.

The Rules, Regulations, Instructions, Manuals and Records for discharge of functions including MoA, TA/DA Rules, House Allotment Rules, Hostel Rules

(<http://www.nitttrchd.ac.in/sitenew1/core/hostel.php#page=page-1>), **Guest House Rules** (<http://www.nitttrchd.ac.in/sitenew1/core/guesthouse.php#page=page-1>), **Admission to ME and Ph.D. Programmes** (<http://www.nitttrchd.ac.in/sitenew1/core/meandphdadmission.php>; <http://www.nitttrchd.ac.in/sitenew1/core/phd.php#page=page-1>), **Institute Journal Paper Publication** (<http://www.nitttrchd.ac.in/sitenew1/journal/instjournals.php>), etc. are available on the Institute website: www.nitttrchd.ac.in.

Transfer Policy and Transfer Orders:

Transfer of Non-Teaching employees is done as per requirement. The NITTTR, Chandigarh is a Central Autonomous Body under the Department of Higher Education, Ministry of Education, Govt. of India. There is no provision for transfer from one Autonomous Body to other Autonomous Body. As such, there is no transfer policy for Teachers of the Institute. However, internal transfers of the employees of Institute have been made from time to time for internal management. The Competent Authority (CA) constitutes committees consisting of administrative & academic authorities, on whose recommendations and acceptance by the CA, the decision for handling of additional charge to employees are taken in addition to their existing duties. On transfer of a staff from one section to another, he/she has to handover the charge to another person and take charge of his/her respective section. In case of additional charge is assigned to an employee, he/she has to perform additional duties of additional charge assigned in addition to his/her existing duties.

Manual 6:

A Statement of the categories of documents that are held by the Institute or under its control.

This manual lists the documents held by the Institute such as Establishment and Administration Manual (Swamy's complete manual for central government offices), Manual on Disciplinary Proceedings (Swamy's complete manual for central government offices), Service Register, Pay Ledger, GPF Register, Confidential Reports, Cash Book, Annual Reports, Agenda/Minutes of BoGs Meetings, Agenda/Minutes of Academic Council Meetings, Consumable & Non-consumable Stock Registers, Inward & Despatch Register, Attendance Register, Hostel/Guest House Room occupancy, Journal of Engineering & Technology Education, Newsletter, etc. The decision of BoGs/Academic Council are always uploaded on the institute website.

Each Department/Centre/Section at the institute holds different categories of document relating to the work allocated to them by the competent authority as per MoA 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. In addition, Important Documents are available at: http://www.nitttrchd.ac.in/sitenew1/impdoc/impdoc_2020.php.

Custodians of these documents/categories are the respective Deans, HoDs, Section Incharges.

Manual 7:

A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

This manual lists the constitution and names of incumbents of the following committees: Board of Governors, Finance Committee, Staff Selection Committee, Building Committee, Departmental Promotion Committee, Performance Assessment Committee, Grievance Redressal Committee, Academic Council & Purchase Committee.

Name of Boards, Council, Committee etc., their composition, Term/ Tenure and Powers and functions are as per MoA uploaded in the institute website. It includes: Board of Governors, Finance Committee, NITTTR Chandigarh Society, Academic Council, Purchase Committee, The agenda and 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 (<http://www.nitttrchd.ac.in/sitenew1/core/BOG.php>).**
- **Agenda and Minutes of the Board of Governors of the institute (till date) uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/core/BOG%20minutes.php>).**
- **Members of the Finance Committee of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/core/fc.php>).**
- **Agenda and Minutes of the Finance Committee of the institute (till date) uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/core/FC%20minutes.php>).**
- **Members of the Academic Council of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/pdf/Academic%20Council%20Members%20%2011.09.2017.pdf>).**
- **Agenda and Minutes of the meeting of Academic Council of the institute (till date) uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/core/acadcouncil.php>).**
- **Members of the Grievance Redressal Committee of the institute uploaded on the institute website (http://www.nitttrchd.ac.in/sitenew1/core/grievance_redressal.php).**
- **Members of the Anti-Ragging Squad and Anti-Ragging Committee of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/pdf/anti/Anti-ragging.pdf>).**
- **Members of the IQAC Cell of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/core/iqacell.php>).**

In addition to statutory committees, the institute follows a practice of constituting committees on issues pertaining to stake holders or representations by stake holders to examine. Decision follows the recommendations of the committees. The minutes of BoGs are uploaded in the institute website.

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.

Manual 8:

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the Institute's policy or implementation thereof.

The Institute's Website (www.nitttrchd.ac.in) provides a channel for interactive communication for consultation with the members of the public in relation to the formulation of its policy and its implementation. In the Board of Governors of the Institute due representation is given to representatives of industries, educational experts and nominees of AICTE, State Governments. Periodic feedbacks are taken from various stake holders for improving the system.

Manual 9:

A directory of NITTTRs Officers and Employees:

The names, designations, date of births, date of retirements and residential addresses with phone numbers of all officers and employees of the Institute as contained in the Service Registers of the individuals are included in this manual.

- Names and designations of the officers of the institute (department-wise) uploaded on the institute website.
- Profile of faculty of the institute uploaded on institute website (<http://www.nitttrchd.ac.in/sitenev1/core/mandatorydisclosure.php>).
- A Communication Directory of (Heads of Departments, Faculty/Section Incharges) of the institute along with their phone numbers and email-id uploaded on institute website (<http://www.nitttrchd.ac.in/sitenev1/core/commdir.php>) and http://www.nitttrchd.ac.in/sitenev1/core/public_auth.php.

Manual 10:

The monthly remuneration received by each of NITTTRs officers and employees, including the system of compensation as provided in its regulations.

This manual includes the remuneration received by each of its officer and employees. It also describes the system of compensation such as compensatory leave, Extra Ordinary Leave & Commuted Leave on Medical grounds. The remuneration benefits as approved by the BoGs based on the instructions of the ministry are implemented in the institute.

- List of Institute employees with Basic pay uploaded on the institute website: <http://www.nitttrchd.ac.in/sitenev1/pdf/rTI/List%20of%20Institute%20Employees%20with%20Basic%20Pay%202022-23.pdf>
- Property Return details of Group A' employees of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenev1/core/property.php>).

System of Compensation as provided in its regulations: Compensatory Leave, 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://doppw.gov.in/en/rulesregulations/central-civil-services-pension-rules-1972>. In addition, the faculty of the institute is granted Academic Leave as per institute norms.

Manual 11:

The budget allocated to each of NITTTRs departments/sections, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The annual budget allocation and proposed expenditures is 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 Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department.

- **The budget and balance of each year is available in Annual Report online at: <http://www.nitttrchd.ac.in/sitenew1/newsletter/annualreport.php>.**
- **Statement Showing Details of Budget, Allocation of Grant and Expenditure for the last years uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/core/accounts.php>).**
- **Statement of Internal Audit of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/core/accounts.php>).**
- **Statement of consultancy and other receipts of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/sitenew1/core/accounts.php>).**

The Foreign and Domestic Tours

Budget Expenditure is incurred from recurring budget received from MoE. The details of Grants received from MoE is mentioned in Annual Report available on http://www.nitttrchd.ac.in/sitenew1/newsletter/Annual%20Report%202020-21_eng.pdf

Foreign and Domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.

Institute provides a Car with driver to the Hon'ble Director as per the provisions of institute norms or TA as per GoI instructions. The Officers of the institute may use institute vehicles upon the approval of competent authority for official travel purposes.

The information on expenditure on travelling is mentioned under TA/DA in the Annual Finance Report.

Information related to Procurements

- a) Notice/tender enquires, and corrigenda if any thereon,
- b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
- c) The works contracts concluded – in any such combination of the above-and,
- d) The rate/ rates and the total amount at which such procurement or works contract is to be executed

The above information is available under the link, 'Tender' on the institute website: <http://www.nitttrchd.ac.in/sitenew1/index11.php>.

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: Finalised for Minor penalty or major penalty proceedings: 01

Manual 12:

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.

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

The institute extends training facilities to needy students on a very low course fee. The wards of the institute employees are extended discount while providing training in the institute. In addition, employees of the institute pursuing ME and Ph.D. programmes at the institute are also given fee waiver. In addition, 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. During Admission Process, concession in Minimum Marks Required to qualify to apply for Admission Process of Master Programmes are allowed to SC/ST candidates as per Panjab University guidelines.

CAG Paras and the Action Taken Report (ATR) is available at:
http://www.nitttrchd.ac.in/sitenew1/pdf/2021/CAG_Paras_Action%20Taken%20Report_NITTTR_Chandigarh.pdf.

Manual 14:

Details in respect of the information, available to or held by NITTTR, reduced in an electronic form.

The Institute's Website (www.nitttrc.ac.in) includes all the information regarding training programmes for the technical teachers (including National Level programmes), long term programmes (ME and Ph.D.) and other activities of the Institute. TA/DA rules, Hostel/Guest House Rules, Minutes of BoGs meetings, Finance Committee meetings and Academic Council meetings, Institute Journal, Newsletter, etc. are also available on the institute website.

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

List of Materials available at Free of Cost:

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

List of information available at reasonable cost:

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

E-Governance:

RTI Manuals are available in both English and Hindi Language. Both manuals are available at:

<http://www.nitttrchd.ac.in/sitenew1/core/rti.php>. Website in Hindi:

<http://www.nitttrchd.ac.in/sitenew1/index11.php>; (<http://www.nitttrchd.ac.in/sitenew1/core/hindi.php>)

Manual 15:

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 detail of training programmes, ME & Ph.D. programmes including resources are available on the institute website which is periodically updated. The Library of the Institute is open from 9.00 a.m. to 5.30 p.m. on all working days and reading room opens from 9.00AM to 11.00PM. (Monday to Saturday) and from 2.00PM to 11.00PM on Sunday.

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

List of Completed Schemes/Projects/programmes is given in the institute website at: http://www.nitttrchd.ac.in/siteneew1/core/res_proj.php. List of consultancy Projects is given at: http://www.nitttrchd.ac.in/siteneew1/core/consult_proj.php. List of Research Projects is given at: http://www.nitttrchd.ac.in/siteneew1/core/res_proj.php.

List of Schemes/Projects/programmes underway is given in the institute website at: http://www.nitttrchd.ac.in/siteneew1/core/res_proj.php. List of Research Projects is given at: http://www.nitttrchd.ac.in/siteneew1/core/res_proj.php.

Manual 16:

Programmes to advance understanding of RTI:

- **Educational programmes:**

The institute included one session of 1 hour on RTI Act, 2005 in many of the short term and long term training programmes. CPIO of the institute delivered expert talks on RTI Act, 2005 in various STCs in the institute.

- **Efforts to encourage public authority to participate in these programmes:**

Faculty, staff and students are encouraged to participate in the programmes.

- **Training of CPIO/APIO:**

- Dr. Sunil Dutt, CPIO, attended a number of training programmes detailed as below:
 - One day seminar 'Capacity Building & Awareness Generation on RTI Act, 2005' at ISTM, New Delhi on 28.02.2007.
 - Training Programme on 'RTI Act, 2005 for PIOs' at ISTM, New Delhi on 15-16 October, 2008.
 - One day seminar on 'RTI Act, 2005' at Panjab University, Chandigarh on 20.02.2010.
 - Residential Training Programme for CPIOs on RTI Act, 2005 organised by Institute of Public Administration, Bangalore from 12-14 April, 2010 at Bhubaneswar.
 - One day Webinar on 'Right to Information Act, 2005' (Speakers: B Yoganath Singh, Aarti Dudeja, SK Sharma) organized by IHRDI (International Human Resource Development Initiative) attended by CPIO on 10.01.2021.
 - Delivered expert talks on RTI Act, 2005 in various STCs in the institute and outside the institute.
- Other institute employees who have undergone training programmes are detailed below:
 - A Section Officer (Sh. RK Malik) was sponsored for attending one day Regional Workshop regarding expansion of RTIMIS Portal on 06.06.2016 at Shipping Corporation of India, Mumbai vide Institute Office Order No. 42 dated 30.05.2016.

- **Update & publish guidelines on RTI by the Public Authorities concerned:** RTI Manuals, Mandatory Disclosures, other information, etc. are uploaded/updated on regular intervals (as on 10.08.2022).
- **Third Part Audit of Proactive Disclosures of detailed information of NITTTR, Chandigarh (as required under RTI Act 2005)**

Third Party Audit of NITTTR, Chandigarh, carried out by external institutes/organizations is given as per detail given below:

1. By SLIET, Longowal on **09.08.2021** and is available at: http://www.nitttrchd.ac.in/siteweb1/pdf/2021/ThirdParty_AuditedReport_NITTTR_Chandigarh_by%20SLIET_2020-21.pdf
2. By Punjab Engineering College (Deemed University), Chandigarh on **07.03.2019** and is available at: http://www.nitttrchd.ac.in/siteweb1/pdf/rti/Proactive%20Disclosure%20%20Audit_March2019.pdf
3. By Punjab Engineering College (Deemed University), Chandigarh on **16.01.2018** and is available at: http://www.nitttrchd.ac.in/siteweb1/pdf/rti/Proactive%20Disclosure%20Audit_January%202018.pdf
4. By PEC University of Technology, Chandigarh on **04.02.2015** and is available at: <http://www.nitttrchd.ac.in/siteweb1/pdf/rti/Procative%20Disclosure%20Audit.pdf>

Name, designation and other particulars of the Nodal Officer appointed in the year 2019 till date:

Dr. Sunil Dutt
Professor, Department of Education & Educational Management
0172-2759594; 09815906121

Name, designation and other particulars of the Central Public Information Officer appointed in the year 2005 till date:

Dr. Sunil Dutt
Professor, Department of Education & Educational Management
0172-2759594; 09815906121

The name, designation and other particulars of the First Appellate Authority appointed vide office Order No. 247/2020 dated 24.07.2020:

Dr. SS Gill
Professor, Department of Electronics & Communication Engineering
0172-2759648; 09815951921

The Name, designation of **earlier** First Appellate Authority:

1. Dr. S Chatterjee, Former professor, Electrical Engineering
2. Dr. BS Pabla, Professor, Mechanical Engineering

The name, designation and other particulars of the Transparency Officer appointed vide office Order No. 247/2020 dated 24.07.2020:

Dr. BS Pabla
Professor,
Department of Mechanical Engineering
0172-2759525; 09814801718

The name, designation and other particulars of the Chief Vigilance Officer appointed vide office Order No. 40 dated 05.07.2021:

Dr. SS Dhami,
Professor, Department of Mechanical Engineering
0172-2759552; 09501588455

Consultancy Committee for advice on Suo-Motu Disclosure in reference to the Audit of Proactive Disclosures under RTI Act, 2005 as per Framework of Transparency Audit

Following Consultancy Committee for advice on Suo-Motu Disclosure is constituted/approved by the Director of the institute vide Director Office Order No. 1404 dated 02.07.2021:

1. Professor (Dr.) BS Pabla as Transparency Officer
2. Professor (Dr.) Sunil Dutt as Nodal Officer-cum-CPIO
3. Professor (Dr.) SS Gill as First Appellate Authority
4. Professor (Dr.) Maitreyee Dutta, Dean, Academics, Research & Development
5. Er. PK Singla, Faculty Incharge, Administration

Committee of PIOs/FAAs with rich experience in RTI to identify Frequently Sought Information under RTI

Following Committee of PIOs/FAAs for identifying frequently sought information under RTI is constituted/approved by the Director of the institute vide Office Order No. 42 dated 24.07.2020:

1. Professor (Dr.) BS Pabla as Transparency Officer
2. Professor (Dr.) SS Gill as First Appellate Authority
3. Professor (Dr.) Sunil Dutt as Nodal Officer-cum-CPIO
4. Er. PK Singla, Faculty Incharge, Administration

Details about Number of applications received (by both CPIO and First Appellate Authority) under RTI Act, 2005 along with Fee received and Information provided (Month and Year-wise from 2017-18 onwards)

Month and Year	Number of Applications received			Number of Applicants to whom information provided within time	Registration Fee Collected	Additional Fee Collected	Number of Applications rejected/ returned to Applicant	Number of Applications transferred to other public authority	Number of Applications received/ Replied by FAA
	Physical Mode	Online vide RTI MIS Web Portal	Total						
Year 2017 – 18									
April, 2017	09	-	09	09	₹ 90/-	₹ 842/-	Nil	Nil	02
May, 2017	04	05	09	09	₹ 80/-	₹ 630/-	Nil	Nil	06
June, 2017	02	03	05	05	₹ 50/-	₹ 132/-	Nil	Nil	01
July, 2017	04	01	05	05 (including 01 application returned)	₹ 40/-	₹ 10/-	01 returned (as it does not pertain to this institute)	Nil	01
August, 2017	02	01	03	03	₹ 30/-	₹ 12/-	Nil	Nil	01
September, 2017	05	01	06	06	₹ 40/-	₹ 214/-	Nil	Nil	01
October, 2017	02	-	02	02	₹ 10/-	-	Nil	Nil	Nil
November, 2017	01	01	02	02	₹ 20/-	₹ 190/-	Nil	Nil	Nil
December, 2017	01	03	04	04	₹ 40/-	₹ 40/-	Nil	Nil	Nil
January, 2018	02	04	06	06	₹ 50/-	-	Nil	Nil	Nil

February, 2018	05	02	07	07	₹ 50/-	₹ 40/-	Nil	Nil	01
March, 2018	04	03	07	07	₹ 50/-	-	Nil	Nil	01
Total for 2017-18	41	24	65	65 (including 01 application returned)	₹ 550/-	₹ 2110/-	01 returned	Nil	14

Year 2018 – 19

Month and Year	Number of Applications received			Number of Applicants to whom information provided within time	Registration Fee Collected	Additional Fee Collected	Number of Applications rejected/ returned to Applicant	Number of Applications transferred to other public authority	Number of Applications received/ Replied by FAA
	Physical Mode	Online vide RTI MIS Web Portal	Total						
April, 2018	08	01	09	09	₹ 50/-	₹ 122/-	Nil	Nil	01
May, 2018	05	-	05	05	₹ 10/-	-	Nil	Nil	Nil
June, 2018	03	01	04	04	₹ 20/-	-	Nil	Nil	Nil
July, 2018	03	02	05	05	₹ 30/-	-	Nil	Nil	01
August, 2018	04	02	06	06	₹ 30/-	₹ 40/-	Nil	Nil	01
September, 2018	05	04	09	09	₹ 70/-	-	Nil	Nil	Nil
October, 2018	02	09	11	11	₹ 80/-	-	Nil	Nil	01
November, 2018	06	03	09	09	₹ 70/-	-	Nil	Nil	Nil
December, 2018	10	03	13	13	₹ 70/-	₹ 90/-	Nil	Nil	Nil
January, 2019	06	04	10	10	₹ 40/-	₹ 40/-	Nil	Nil	01
February, 2019	05	04	09	09	₹ 90/-	₹ 80/-	Nil	Nil	Nil
March, 2019	04	03	07	07	₹ 60/-	₹ 88/-	Nil	Nil	Nil
Total for 2018-19	61	36	97	97	₹620/-	₹460/-	Nil	Nil	05

Year 2019 – 20

Month and Year	Number of Applications received			Number of Applicants to whom information provided within time	Registration Fee Collected	Additional Fee Collected	Number of Applications rejected/ returned to Applicant	Number of Applications transferred to other public authority	Number of Applications received/ Replied by FAA
	Physical Mode	Online vide RTI MIS Web Portal	Total						
April, 2019	-	05	05	05	₹ 50/-	₹ 70/-	Nil	Nil	Nil
May, 2019	04	03	07	07	₹ 70/-	-	Nil	Nil	01
June, 2019	01	-	01	01	₹ 10/-	₹ 28/-	Nil	Nil	01
July, 2019	02	01	03	03	₹ 20/-	-	Nil	Nil	02
August, 2019	05	02	07	07	₹ 60/-	₹ 40/-	Nil	Nil	Nil
September, 2019	05	03	08	08	₹ 80/-	₹ 210/-	Nil	Nil	Nil
October, 2019	-	04	04	04	₹ 40/-	-	Nil	Nil	Nil
November, 2019	03	04	07	07	₹ 70/-	₹ 40/-	Nil	Nil	01
December, 2019	01	06	07	07	₹ 70/-	-	Nil	Nil	03
January, 2020	04	01	05	05	₹ 20/-	-	Nil	Nil	05
February, 2020	02	07	09	09 (including 02 transferred to other PAs)	₹ 90/-	-	Nil	02	Nil
March, 2020	03	03	06	06	₹ 60/-	₹ 78/-	Nil	Nil	02
Total for 2019-20	30	39	69	69	₹ 640/-	₹ 466/-	Nil	02	15

Year 2020 – 21

Month and Year	Number of Applications received			Number of Applicants to whom information provided within time	Registration Fee Collected	Additional Fee Collected	Number of Applications rejected/ returned to Applicant	Number of Applications transferred to other public authority	Number of Applications received/ Replied by FAA
	Physical Mode	Online vide RTI MIS Web Portal	Total						
April, 2020	-	-	-	-	-	-	Nil	Nil	01
May, 2020	-	02	02	02	₹ 20/-	-	Nil	Nil	Nil
June, 2020	08	06	14	14	₹ 120/-	₹ 130/-	Nil	02	01
July, 2020	03	02	05	05	₹ 40/-	₹ 40/-	Nil	Nil	02
August, 2020	04	01	05	05	₹ 50/-	₹ 10/-	Nil	Nil	Nil

September, 2020	01	02	03	03	₹ 30/-	-	Nil	Nil	02
October, 2020	02	02	04	04	₹ 40/-	₹ 20/-	Nil	Nil	01
November, 2020	-	02	02	02	₹ 20/-	-	Nil	Nil	01
December, 2020	02	04	06	06	₹ 60/-	₹ 20/-	Nil	Nil	02
January, 2021	01	-	01	01	₹ 10/-	-	Nil	Nil	03
February, 2021	02	02	04	04	₹ 30/-	-	Nil	Nil	Nil
March, 2021	01	-	01	01	₹ 10/-	-	Nil	Nil	Nil
Total for 2020-21	24	23	47	47	₹ 430/-	₹ 220/-	Nil	Nil	13
Year 2021 – 22									
Month and Year	Number of Applications received			Number of Applicants to whom information provided within time	Registration Fee Collected	Additional Fee Collected	Number of Applications rejected/ returned to Applicant	Number of Applications transferred to other public authority	Number of Applications received/ Replied by FAA
	Physical Mode	Online vide RTI MIS Web Portal	Total						
April, 2021	01	05	06	06	₹ 60/-	-	Nil	Nil	Nil
May, 2021	-	03	03	03	₹ 30/-	-	Nil	Nil	Nil
June, 2021	02	01	03	03	₹ 30/-	₹ 10/-	Nil	Nil	01
July, 2021	02	02	04	04	₹ 30/-	-	Nil	Nil	Nil
August, 2021	03	03	06	06	₹ 50/-	₹ 312/-	Nil	Nil	02
September, 2021	04	-	04	04	₹ 20/-	-	Nil	Nil	Nil
October, 2021	02	05	07	07	₹ 40/-	-	Nil	Nil	02
November, 2021	-	05	05	05	₹ 50/-	₹ 8/-	Nil	Nil	Nil
December, 2021	-	02	02	02	₹ 20/-	₹ 10/-	Nil	Nil	01
January, 2022	01	01	02	02	₹ 10/-	-	Nil	Nil	Nil
February, 2022	01	05	06	06	₹ 60/-	-	Nil	Nil	Nil
March, 2022	01	03	04	04	₹ 40/-	-	Nil	Nil	02
Total for 2021-22	17	35	52	52	₹ 440/-	₹ 340/-	Nil	Nil	08
Year 2022 – 23									
Month and Year	Number of Applications received			Number of Applicants to whom information provided within time	Registration Fee Collected	Additional Fee Collected	Number of Applications rejected/ returned to Applicant	Number of Applications transferred to other public authority	Number of Applications received/ Replied by FAA
	Physical Mode	Online vide RTI MIS Web Portal	Total						
April, 2022	02	05	07	07	₹ 70/-	-	Nil	Nil	02
May, 2022	-	02	02	02	₹ 20/-	₹ 12/-	Nil	Nil	Nil
June, 2022	01	03	04	04	₹ 40/-	-	Nil	Nil	Nil
July, 2022									
August, 2022									
September, 2022									
October, 2022									
November, 2022									
December, 2022									
January, 2023									
February, 2023									
March, 2023									
Total for 2022-23									

Frequently Asked Questions (FAQs): It is available at the institute website:
<http://www.nitttrchd.ac.in/sitenew1/pdf/rti/faq.pdf>.

Replies to Questions asked in the Parliament: It is available at the institute website: http://www.nitttrchd.ac.in/sitenew1/pdf/2020/Parliament%20&%20Rajya%20Sabha_Questions_Replies.PDF.

Any Other Information

a) Citizen's Charter:

A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. The objective of Charter exercise is to build bridges between citizens and administration and to streamline administration in tune with the needs of citizens. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute. Complete detail is given in Operational Plan of the Institute (<http://www.nitttrchd.ac.in/sitenew1/pdf/2022/Final%20Operational%20Plan-%202022-23.pdf>), ME Admission Prospectus (<http://www.nitttrchd.ac.in/sitenew1/core/meandphdadmission.php>),

b) Results Framework Document (RFD):

The Results Framework Document (RFD) of the institute will contain the agreed objectives, policies, programmes and projects, along with success indicators and targets to measure progress in implementing them. As such, RFD would provide a summary of the most important results that the institute expects to achieve during the financial year. The institute is in the process of developing RFD.

c) Six monthly reports on the Performance:

The institute prepares quarterly, six monthly and yearly reports on the targets achieved through its programmes and activities for presentation in BOGs and Academic Council Meetings.

d) Performance against the benchmarks set in the Citizen's Charter:

Yet to see its results