

# National Institute of Technical Teachers Training & Research

Sector 26, Chandigarh – 160 019

## RIGHT TO INFORMATION ACT, 2005

### Obligations of Public Authority

#### Manuals

##### Manual 1:

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

This manual contains the organizational structure, objectives and major functional areas of the Institute as spelt out in the Memorandum of Association (MOA). The Institute is Registered under Societies Act.

The Institute is an autonomous organization established in mid 1960s by the Ministry of Human Resource Development, Government of India, to improve the quality of Technical and Vocational Education Systems in India in general and in the Northern Region in particular.

- MoA of the institute is available on the institute website (<http://www.nitttrchd.ac.in/siteneew1/pdf/moa.pdf>).
- Organizational structure of the institute is available on the institute website (<http://www.nitttrchd.ac.in/siteneew1/pdf/orgchart.pdf>).

##### 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 is available on the institute website (<http://www.nitttrchd.ac.in/siteneew1/pdf/moa.pdf>).
- The 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 and is available on the institute website (<http://www.nitttrchd.ac.in/siteneew1/pdf/ResponsibilitiesofCommConstituted.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.

##### 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 Govt. of India/BoGs.

The decisions are at different levels mainly at BoGs/Director/HoD and some cases it is at the ministry.

#### **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.

#### **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.

#### **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, Consumable & Non-consumable Stock Registers, Inward & Despatch Register, Attendance Register, Hostel/Guest House Room occupancy. The decision of BoGs/Academic Council are always uploaded on the institute website.

#### **Manual 7:**

**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](http://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 8:**

**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 advise, 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.

- Members of the Board of Governors of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/siteweb1/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/siteweb1/core/BOG%20minutes.php>).
- Members of the Finance Committee of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/siteweb1/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/siteweb1/core/FC%20minutes.php>).
- Members of the Academic Council of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/siteweb1/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/siteweb1/core/acadcouncil.php>).
- Members of the Grievance Redressal Committee of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/siteweb1/pdf/anti/Grievance%20Redressal.pdf>).
- Members of the Anti-Ragging Squad and Anti-Ragging Committee of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/siteweb1/pdf/anti/Anti-ragging.pdf>).

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.

## **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/siteweb1/core/mandatorydisclosure.php>).
- A Communication Directory of (Heads of Departments, Faculty/Section Incharges of the institute uploaded on institute website (<http://www.nitttrchd.ac.in/siteweb1/core/commdir.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.

- Property Return details of Group A' employees of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/siteweb1/core/property.php>).

## **Manual 11:**

**The budget allocated to each of NITTTRs agency, 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.

- Statement Showing Details of Budget, Allocation of Grant and Expenditure for the last four years uploaded on the institute website (<http://www.nitttrchd.ac.in/siteneew1/core/accounts.php>).
- Statement of Internal Audit of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/siteneew1/core/accounts.php>).
- Statement of consultancy and other receipts of the institute uploaded on the institute website (<http://www.nitttrchd.ac.in/siteneew1/core/accounts.php>).

## **Manual 12:**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

**Not applicable.**

## **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.

## **Manual 14:**

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

The Institute's Website ([www.nitttr.ac.in](http://www.nitttr.ac.in)) includes all the information regarding training programmes for the technical teachers of the Northern Region (including National Level programmes), long term programmes (ME and Ph.D.) and other activities of the Institute. TA/DA rules, minutes of BoGs meetings etc. are also available on the institute website.

## **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.

## Manual 16:

### The name, designation and other particulars of the Central Public Information Officer:

**Dr. Sunil Dutt**

Professor & Head, Department of Education & Educational Management  
0172-2759594; 09815906121

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

**Dr. BS Pabla**

Dean, Consultancy & Extension Services and  
Professor, Department of Mechanical Engineering  
0172-2759525; 09815951921

### The name, designation and other particulars of the Transparency Officer:

**Dr. PK Tulsi**

Professor,  
Department of Education & Educational Management  
0172-2759577; 09814810932

### The name, designation and other particulars of the Chief Vigilance Officer:

**Dr. SS Banwait,**

Professor, Department of Mechanical Engineering  
0172-2759552; 09501588455

## Details about Number of applications received under RTI Act, 2005 and Information provided

Month and year	Number of applications received			Number of applicants to whom information provided within time	Number of applications rejected/ returned to applicant	Number of applications transferred to other public authority
	Physical Mode	Online vide RTI MIS Web Portal	Total			
April, 2017	09	-	09	09	Nil	Nil
May, 2017	04	05	09	09	Nil	Nil
June, 2017	02	03	05	05	Nil	Nil
July, 2017	04	01	05	05 (including 1 application returned)	01 returned (as it does not pertain to this institute)	Nil
August, 2017	02	01	03	03	Nil	Nil
Sept., 2017	05	01	06	06	Nil	Nil
October, 2017	02	-	02	02	Nil	Nil
Nov., 2017	01	01	02	02	Nil	Nil
Dec., 2017	01	03	04	04	Nil	Nil
January, 2018	02	04	06	06	Nil	Nil
February, 2018	05	02	07	07	Nil	Nil
March, 2018	04	03	07	05 (02 in process)	Nil	Nil
<b>Total</b>	<b>41</b>	<b>24</b>	<b>65</b>	<b>63 (02 in process)</b>	<b>01 returned</b>	<b>Nil</b>