

Powers and duties of officers/ employees:

As per Clause 17 of National Institute of Technology Act, 2007 Director is the Principal Academic and executive officer of the Institute and is responsible for administration of the Institute and for imparting instructions and maintenance of discipline therein. Subject to the budget provisions made for the specific purpose the Director has the power to incur expenditure in accordance with the procedure and guidelines laid down by Board of Governors and MHRD, GOI.

As per Clause 18 of National Institute of Technology Act, 2007 The Registrar of the Institute is the custodial of records, the common seal, the funds of the Institute and such other property of the Institute. He is responsible to the Director for the proper discharge of his functions.

Other officers and staff members of the Institute are responsible for the functions and duties assigned to them by the Director from time to time.

Procedure followed in the decision making process including channels of supervision and accountability:

As per NIT Act, 2007 different committees of the Institute such as Finance Committee and Building and Works Committee are empowered in decision making in their respective fields. Board of Governors is the final authority in supervising all the activities and decisions taken at different levels.

The Institute is administered by the Director and assisted by six Deans, Registrar, Deputy Registrars and Assistant Registrar who carry out different functions and responsibilities laid down in MOA, NIT Act, 2007 and the Statutes and by the Board of Governors from time to time.

Senate is the highest academic body of the institute and empowered to take decisions regarding academic matters and the recommendations of the Senate are finally considered by the Board of Governors.

Norms set by it for discharge of its functions:

Norms set by MHRD, Govt. of India and Board of Governors are used for discharge of administrative functions of the Institute.

UGAC, PGAC and BOS (Research) recommend norms for implementation for UG, PG and Research programmes respectively. However all the norms and standards for all academic programmes are finally considered by the Senate.

Rules, regulations, instructions, manuals and records held by it for discharge of functions:

Following documents are available for discharge of various functions of the Institute –

- a) NIT Act, 2007
- b) NIT Statutes 2009
- c) Memorandum of Association(MOA) between MHRD and the Institute
- d) Govt. of India norms/guidelines/notifications/circulars/office orders etc. from time to time.
- e) Rules and regulations for academic programmes including research
- f) UG and PG courses of study

Statement of categories of documents held by the organization or under its control:

Categories of documents held by the Institute include all the documents mentioned in 4 above. In addition, following documents are also available:

- a) Minutes of the meetings of Board of Governors
- b) Minutes of the meetings of Finance Committee
- c) Minutes of the meetings of Building & Works Committee
- d) Minutes of the meeting of the Senate
- e) Annual Reports of the Institute
- f) Audit Reports of the Institute
- g) Technical reports of the Institute
- h) All official releases of the Institute

Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Public representation in formulation of policy and its implementation is ensured through Board of Governors, Finance Committee and Building and Works Committee of the Institute which are represented by members from different fields such as academics, industries and government. These committees are the highest policy making authorities of the Institute. The Senate, the highest academic body of the Institute is also represented by members from academics and industries.