# National Institute of Technology Rourkela
## Odisha, India, 769008

| S. No | Item | Disclosure Details |
|---|---|---|
| **1** | **Organisation and Function** | |
| **1.1** | **Particulars of Organisation, Functions and Duties [Section 4(1)(b)(i)]** | |
| 1.1.1 | Name and Address of the Organization | National Institute of Technology Rourkela, Odisha, India, 769008 https://www.nitrkl.ac.in |
| 1.1.2 | Head of the organization | Prof. K. Umamaheshwar Rao Director Email: director@nitrkl.ac.in Tel & Fax No: 0661-2462001 Date of Joining NIT Rourkela: 18-02-2022 Please click here to view the Profile of the Director |
| 1.1.3 | Vision, Mission and Key Objectives | **Vision** To become an internationally acclaimed institution of higher learning that will serve as a source of knowledge and expertise for the society and be a preferred destination for undergraduate and graduate studies. **Mission** To advance and spread knowledge in the area of science and technology leading to creation of wealth and welfare of humanity. **Key Objectives** -Build an environment that is conducive to academic pursuit, nurturing creative thoughts and inculcating a spirit of inquiry. -Promote free exchange of knowledge and experience with others, while respecting each other's right to intellectual property. -Ensure quality, speed, economy and transparency in all spheres of our activities. -Create a truly multicultural community and promote cultural bonding and teamwork among all. -Provide opportunity to every member of the Institute for achieving academic excellence, developing all round personality and realizing his or her full potential. -Adopt state of the art technology in all endeavors. Serve the society around, using the knowledge and expertise of the Institute. |
| 1.1.4 | Functions and Duties | The functions and duties are governed by the NITSER Act, 2007 and the Statutes. Teaching and Research Acts and Statutes |

| 1.1.5 | Organization Chart | Please click here to view the Organization Chart |
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| 1.1.6 | Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions consulted from time to time have been dealt | Council for NITs<br>Board of Governors<br>The Senate<br>Chairperson<br>Director<br>NITR Administration<br>Finance Committee<br>Buildings and Works Committee<br><br>NIT Rourkela was established as Regional Engineering College (REC) Rourkela on the 15th of August 1961. The Institute's campus is situated at the eastern end of Rourkela Steel City, beyond Sector-1, over 262 hectares of land provided by the visionary Chief Minister of Odisha, Biju Patnaik. Its foundation stone was laid by the first Prime Minister of India, Pandit Jawaharlal Nehru. REC Rourkela was granted autonomy in 2002 and became NIT Rourkela. Now, it functions independently under the Ministry of Education, Government of India, thus becoming one of the National Institutes of Technology.<br><br>The National Institute of Technology, Rourkela, is one of the country's finest technical institutes, continually maintaining an overall ranking in the top twenty institutions for technical education. NIT Rourkela has carved a niche for itself, its students and all its stakeholders in technical education. Stone by stone, NIT Rourkela has grown from a single building housing everything to a mega facility that supports more than 10000 people, including students, faculty and staff. National Institute of Technology, Rourkela, has one of the largest campuses in eastern India and has a massive infrastructure with a solid academic base for research activity in different fields, including all 20 academic disciplines. |
| **1.2** | **Power and Duties of its Officers and Employees [Section 4(1) (b)(ii)]** | |
| 1.2.1 | Powers and Duties of Officers (administrative, financial and judicial) | The Powers and Duties of the Officers and Employees are derived from the Acts and Statutes and exercised as per the details provided in the following links:<br><br>Acts and Statutes, NIT Rourkela |
| 1.2.2 | Power and Duties of other Employees | Please click here to view the duties and responsibilites of Employees. |
| 1.2.3 | Rules/ orders under which powers and duty are derived and | The admission of students and research scholars to various undergraduate and postgraduate courses and PhD is based on guidelines framed for admission to these courses.<br><br>Please click the following links for details.<br><br>- Delegations of Financial Powers and Rules |

| 1.2.4 | Exercised | - Purchase Procedure<br>- Courses of Studies (UG / PG / Research)<br>- Fundamental Rules & Supplementary Rules<br>- General Financial Rules 2017<br>- Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India<br>- Administrative Procedures are as per the CCS Conduct Rules |
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| 1.2.5 | Work allocation | As per the details in 1.2.1 and 1.2.2 |
| **1.3** | **Procedure followed in decision-making process [Section 4(1)(b)(iii)]** | |
| 1.3.1 | Process of decision making Identify key decision-making points | Decisions are taken in accordance with the provisions of the Act/Statutes/Ordinances/Academic Rules & Regulations / Policies, Rules etc. of the Institute received from Ministry of Education and the decisions taken by BoG from time to time and procedures/practices of the Institute. Policy matters are decided at the level of Director/BoG.<br><br>The Director, Deans, Registrar and Officers of the institute have been authorised by the Institutes of Technology Act, 1961, the First Statutes of NIT Rourkela and through the Delegation of Financial Powers to take key decisions.<br><br>The Institute has adopted a decentralized administrative structure, thereby enabling Departments to take decisions in conformity with the rules of the Institute and within the delegated powers. |
| 1.3.2 | Final decision-making authority | The Director in most cases and the Board of Governors in specific cases as mandated in the NIT Act, 2007. |
| 1.3.3 | Related provisions, acts, rules etc. | Please click the following links for details:<br><br>- Acts and Statutes, NIT Rourkela<br>- Delegations of Financial Powers and Rules |
| 1.3.4 | Time limit for taking decisions, if any | Time taken for taking various decisions in various sections are as follows:<br><br>Academic<br>Establishment<br>Finance<br>Purchase |
| 1.3.5 | Channel of supervision and accountability | As per the Management Model for NIT Rourkela. |

| 1.4 | **Norms for Discharge of Functions [Section 4(1)(b)(iv)]** | |
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| 1.4.1 | Nature of functions/ services offered | To provide high quality education in science and technology and provide a creative atmosphere for interdisciplinary research both by the students and the faculty. |
| 1.4.2 | Norms/ standards for functions/ service delivery | Norms and Standards for various activities of the Institute are those as laid down by the competent authority, such as, the BoG. The Annual Report prepared under the direction of BoG and its annual meetings along with audited accounts, etc., of the Institute.<br><br>The Annual Report of the Institute along with Audited Accounts are placed on the table of both the Houses of the Parliament.<br><br>NIT Rourkela is an institution of higher learning devoted to teaching and research. All the Administrative Offices, Labs, Central Facilities, Libraries, Hostels etc. are located on its Campus which facilitate quick communication channels to and from. The general code for discharge of its daily functions is to accomplish work on day-to-day basis, keeping in view the requirement and urgency of each case. |
| 1.4.3 | Process by which these services can be accessed | Research is an integral part of the institution. In 2003, NIT Rourkela started **SRICCE** (Sponsored Research, Industrial Consultancy and Continuing Education), through which the Institute's research activity was administered. Today, **the SRICCE** cell looks after the financial and administrative aspects of sponsored research, industrial consultancy, continuing education and testing & certification jobs. With the Make in India approach, SRICCE is continuously administering fundamental, strategic and anticipatory research in engineering, science, humanities and management fraternity for societal improvement.<br><br>In 2004**, the Student Activity Centre (SAC)** was formed within the central academic area, which is the hub of all extra-academic pursuits, and the central organizing office for all student symposiums and annual events. It is an independent body that caters to students' extracurricular needs. **SAC** is now the central hub for student activities, student organizations, programming, events, sports, recreation and fun at the institute campus. The SAC societies are divided into four parts; Technical Society, Games & Sports Society, Film and Music Society, and Literary and Cultural Society. At present, these four societies have more than 60 clubs in various domains of extracurricular activities.<br><br>NITR, holding its intellectual capital, human resources, library, laboratories and equipment, and its tradition of |

| | | scholarship, is an ocean of knowledge that is waiting to be tapped by the engineers and entrepreneurs in the industry for the creation of wealth and welfare of humanity backed by Centre for **Technology Innovation and Industry Relations (TIIR)**. Inaugurated by the former president of our nation, Dr. A. P. J. Abdul Kalam, in 2010. The TIIR project is a proud face of the Institute, which aims to promote the R&D work of the nation's small emerging companies. It contributes a small part to nation-building by bringing its faculty and students closer to industry.<br><br>**Foundation for Technology & Business Incubation (FTBI),** a section 8 Non-Profit Company housed under the Centre for Technology Innovation and Industry Relations (TIIR) in 2016, is an effort in the same direction. FTBI provides facilities like office and manufacturing spaces, capital equipment and laboratory for prototyping, 24X7 internet, power backup, and water supply, legal and IPR services, financial support to attend training and skilling programs, and funding for fledgling start-ups. FTBI houses 46 incubated start-ups, 8 patents, and 28+ pre-incubation teams with 150+ jobs generated.<br><br>Please click the following links for details on the other facilities available at NIT Rourkela:<br>- CRF<br><br>- HPC<br><br>- Industrial Consultancy |
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| 1.4.4 | Time-limit for achieving the targets | As per Sl. No.1.3.4 |
| 1.4.5 | Process of redressal of grievances | NIT Rourkela is an institution that thrives on the work put in by its constituents – faculty, staff and students. The larger the participation of its members, the higher is the growth rate. While high end decisions on academic programmes, student intake, staff structure, pay scale and grants are decided by the Board of Governors or the Ministry of HRD, the institute enjoys full autonomy in carrying out its day to day administration. These functions are carried out in our institute by the Director, the Deans, Heads of Departments, Registrar, Faculty, Officers, and senior staff members. Subjective decisions as well as objective evaluations are carried out by committees created out of these individuals to ensure collective decision making.<br><br>Please click here to view the details of various committees of NIT Rourkela. |

| 1.5 | **Rules, Regulations, Instructions Manual and Records for Discharging Functions [Section 4(1)(b)(v)]** | |
|---|---|---|
| 1.5.1 | Title and nature of the record/ manual /instruction | Please click the following links for details.<br><br>- [Delegations of Financial Powers and Rules](#)<br>- [Purchase Procedure](#)<br>- Courses of Studies ([UG](#) / [PG](#) / [Research](#))<br>- [Fundamental Rules & Supplementary Rules](#)<br>- [General Financial Rules 2017](#)<br>- Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India<br>- Administrative Procedures are as per the CCS Conduct Rules |
| 1.5.2 | List of Rules, regulations, instructions manuals and records. | **Regulations**<br>[Academic Regulations](#)<br>[Academic Calendar](#)<br>[Academic Time Table](#)<br>[Holidays](#)<br>[Curricula and Syllabi](#)<br>[Academic Forms](#)<br><br>- [Delegations of Financial Powers and Rules](#)<br>- [Purchase Procedure](#)<br>- Courses of Studies ([UG](#) / [PG](#) / [Research](#))<br>- [Fundamental Rules & Supplementary Rules](#)<br>- [General Financial Rules 2017](#) |
| 1.5.3 | Acts/ Rules manuals etc. | Please click the following links for details.<br><br>[Acts and Statutes, NIT Rourkela](#) |
| 1.5.4 | Transfer Policy and Transfer Orders | There is no transfer policy for the faculty of the Institute. Transfer policy is only applicable within the Institute for non-teaching employees. Transfer of Non-Teaching employees is done as per functional requirement arising from time to time in various sections. |
| **1.6** | **Categories of Documents held by the Authority under its Control [Section 4(1)(b) (vi)]** | |
| 1.6.1 | Categories of documents | NIT Rourkela, an Institution of National Importance under the Ministry of Education, Government of India<br><br>[Acts and Statutes, NIT Rourkela](#)<br><br>- Certificate of GST Registration<br>- DSIR / Customs Duty Exemption Certificate<br>- PAN Card<br>- Record of Degrees Awarded<br>- MoU<br>- Personal files<br>- Service Books<br>- Purchase files<br>- Work files |

| 1.6.2 | Custodian of documents / categories | Registrar of the Institute |
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| **1.7** | **Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]** | |
| 1.7.1 | Name of Boards, Council, Committee etc. | Council for NITs<br>Board of Governors<br>The Senate<br>Finance Committee<br>Buildings and Works Committee |
| 1.7.2 | Composition | |
| 1.7.3 | Dates from which constituted | |
| 1.7.4 | Term / Tenure | The Boards / Committees are perpetual in nature and are constituted as per the terms of the NIT Act, 2007, NITSER Act, the First Statutes of the NITs and the Amendment of Statutes 2012. |
| 1.7.5 | Powers and Functions | As per Acts and Statutes, NIT Rourkela. |
| 1.7.6 | Whether their meetings are open to the public? | No |
| 1.7.7 | Whether the minutes of the meetings are open to the public? | Yes |
| 1.7.8 | Place where the minutes if open to the public are available? | Please click here to view the Minutes of NIT Council.<br>Please click here to view the Minutes of BoG.<br>Please click here to view the Minutes of FC.<br>Please click here to view the Minutes of BWC.<br>Please click here to view the Minutes of the Senate. |
| **1.8** | **Directory of Officers and Employees [Section 4(1) (b) (ix)]** | |
| 1.8.1 | Name and designation | Please click here for the Faculty Directory<br>Please click here for the Officer Directory<br>Please click here for the Staff Directory |
| 1.8.2 | Telephone, fax and email | |
| **1.9** | **Monthly Remuneration received by Officers and Employees including system of compensation [Section 4(1) (b) (x)]** | |
| 1.9.1 | List of employees with Gross monthly remuneration | Salary payment being remitted to the bank accounts of employees on a monthly basis.<br><br>Please click here for viewing the Pay Slip. |
| 1.9.2 | System of compensation as provided in its regulations | As per the 7th CPC guidelines. |

| 1.10 | **Name, Designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]** | |
|---|---|---|
| 1.10.1 | Name and designation of the Central Public Information Officer (CPIO), Assistant Public Information Officer (APIO) and Appellate Authority | **Central Public Information Officer**<br>Mr. Chittaranjan Sahoo<br>Assistant Registrar (ES-II)<br><br>**Nodal Officer**<br>Mr. Chittaranjan Sahoo<br>Assistant Registrar (ES-II)<br><br>**First Appellate Authority**<br>Prof. Rohan Dhiman<br>Registrar |
| 1.10.2 | Address, telephone numbers and email of each designated official | Mr. Chittaranjan Sahoo<br>Assistant Registrar (ES-II) & CPIO<br>NIT Rourkela, Odisha - 769008.<br>Email: establishment@nitrkl.ac.in<br>Phone No.: 0661-2642061<br><br>Prof. Rohan Dhiman<br>Registrar & Appellate Authority<br>NIT Rourkela, Odisha - 769008<br>Email: registrar@nitrkl.ac.in<br>Phone No.: 0661-2642021 |
| **1.11** | **No. of employees against whom Disciplinary Action has been proposed / taken [Section 4(2)]** | |
| 1.11.1 | No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings | One |
| 1.11.2 | (ii) Finalised for Minor penalty or major penalty proceedings | Nil |
| **1.12** | **Programmes to Advance Understanding of RTI [Section 26]** | |
| 1.12.1 | Educational Programmes | Nil |
| 1.12.2 | Efforts to encourage public authority to participate in these programmes | -Webinars and Internal discussions are conducted periodically.<br>- The Institute has observed Vigilance Awareness Week.<br>- Integrity Pledge is administered to all the Employees as a part of the Vigilance Awareness Week conducted every year. |
| 1.12.3 | Training of CPIO/APIO | Nil |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned | Please click here for viewing the Suo Moto Disclosure in the Institute's Website or More information and updates on RTI are available at the following links:<br><br>RTI<br>CIC<br>Guidelines on RTI \| Department of Personnel & Training |

| 1.13 | **Transfer Policy and Transfer Orders [F No. 1/6/2011- IR dt. 15.4.2013]** | |
|---|---|---|
| 1.13.1 | Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013] | There is no transfer policy for the faculty of the Institute. Transfer policy is only applicable within the Institute for non-teaching employees. Transfer of Non-Teaching employees is done as per functional requirement arising from time to time in various sections. |
| **2** | **Budget and Programmes** | |
| **2.1** | **Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]** | |
| 2.1.1 | Total Budget for the public authority | Please click here for viewing the details of the Budget for 2022-23. |
| 2.1.2 | Budget for each agency and plan & programmes | |
| 2.1.3 | Proposed expenditures | Please click here for viewing the details of the Annual Audited Accounts for 2022-23. |
| 2.1.4 | Revised budget for each agency, if any | Nil |
| 2.1.5 | Report on disbursements made and place where the related reports are available | Please click here for viewing the details of the Annual Audited Accounts for 2022-23.<br><br>Annual Accounts for the year 2023-24 is being finalized and shall be uploaded after due approvals. |
| **2.2** | **Foreign and Domestic Tours [F. No. 1/8/2012- IR dt. 11.9.2012]** | |
| 2.2.1 | Budget | NIL |
| 2.2.2 | 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 (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit | NIL and not applicable |
| 2.2.3 | 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. | Please click here for viewing the details of the Procurement of Goods and Services.<br><br>Please click here for viewing the details of the Procurement through GeM. |

| 2.3 | Manner of Execution of Subsidy Programme [Section 4(i)(b)(xii)] | |
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| 2.3.1 | Name of the programme of activity | Subsidy in terms of waiver and concessions in tuition fees are being provided to the students from the reserved categories and the low-income group as per eligibility.<br><br>Please click here to view the details. |
| 2.3.2 | Objective of the programme | |
| 2.3.3 | Procedure to avail benefits | |
| 2.3.4 | Duration of the programme/ scheme | |
| 2.3.5 | Physical and financial targets of the programme | |
| 2.3.6 | Nature/ scale of subsidy /amount allotted | |
| 2.3.7 | Eligibility criteria for grant of subsidy | |
| 2.3.8 | Details of beneficiaries of subsidy programme (number, profile etc.) | |
| 2.4 | Discretionary and Non-discretionary Grants [F. No. 1/6/2011-IR dt. 15.04.2013] | |
| 2.4.1 | Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions | Not Applicable |
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities | Not Applicable |
| 2.5 | Particulars of Recipients of Concessions, Permits of Authorizations granted by the Public Authority [Section 4(1) (b) (xiii)] | |
| 2.5.1 | Concessions, permits or authorizations granted by public authority | Not Applicable |
| 2.5.2 | For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/permits or authorizations, (d) Date of award of concessions/ permits of authorizations | Not Applicable |
| 2.6 | CAG & PAC Paras [F No. 1/6/2011- IR dt. 15.4.2013] | |
| 2.6.1 | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. | Please click here for the report of paras settled.<br><br>Annual Accounts for the year 2023-24 is being finalized and shall be uploaded after due approvals. |

| 3 | **Publicity and Public Interface** | |
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| **3.1** | **Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]** | |
| 3.1.1 | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | Please click the following links for details.<br><br>Acts and Statutes, NIT Rourkela<br><br>**Regulations**<br>Academic Regulations<br>Academic Calendar<br>Academic Time Table<br>Holidays<br>Curricula and Syllabi<br>Academic Forms<br><br>- Delegations of Financial Powers and Rules<br>- Purchase Procedure<br>- Fundamental Rules & Supplementary Rules<br>- General Financial Rules 2017<br>- Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India<br>- Administrative Procedures are as per the CCS Conduct Rules |
| 3.1.2 | Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants | Periodic interaction with industry and academia to review courses, disciplines and explore industry training and research opportunities. Stakeholders are encouraged to give their feedback and suggestions through emails.<br><br>(a) Details to be provided<br>(b) All Working Days during the Working Hours<br>(c) IFC – Facilitation/ Reception Desk with contact details |
| 3.1.3 | Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any | Not Applicable |
| 3.1.4 | Public- private partnerships (PPP)- Detailed project reports (DPRs) | Not Applicable |
| 3.1.5 | Public- private partnerships (PPP)- Concession agreements. | Not Applicable |
| 3.1.6 | Public- private partnerships (PPP)- Operation and maintenance manuals | Not Applicable |

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| 3.1.7 | Public- private partnerships (PPP) - Other documents generated as per the implementation of the PPP | Not Applicable |
| 3.1.8 | Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government | Not Applicable |
| 3.1.9 | Public- private partnerships (PPP) -Information relating to outputs and outcomes | Not Applicable |
| 3.1.10 | Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.) | Not Applicable |
| 3.1.11 | Public- private partnerships (PPP) - All payment made under the PPP project | Not Applicable |
| **3.2** | **Are the details of Policies / Decisions, which affect the public, informed to them? [Section 4(1) (c)]** | |
| 3.2.1 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year | Please click here to view the Minutes of NIT Council. Please click here to view the Minutes of BoG. Please click here to view the Minutes of FC. Please click here to view the Minutes of BWC. Please click here to view the Minutes of the Senate. |
| 3.2.2 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process | Not Applicable |
| 3.2.3 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive-Outline the arrangement for consultation before formulation of policy | Not Applicable |

| 3.3 | **Dissemination of Information widely and in such form and manner which is easily accessible to the public [Section 4(3)]** | |
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| 3.3.1 | Use of the most effective means of communication - Internet (website) | The information dissemination primarily happens through the Institute's Website. Please click here to visit the Institute's Website. |
| **3.4** | **Form of accessibility of Information Manual/ Handbook [Section 4(1)(b)]** | |
| 3.4.1 | Information manual / handbook available in electronic format | Annual Report<br>Please click here to view the Recruitment Rules of NIT Rourkela.<br>Academic Regulations<br>Academic Calendar<br>Academic Time Table<br>Holidays<br>Curricula and Syllabi<br>Academic Forms<br><br>Purchase Manual<br>Please click here to view the Minutes of NIT Council.<br>Please click here to view the Minutes of BoG.<br>Please click here to view the Minutes of FC.<br>Please click here to view the Minutes of BWC.<br>Please click here to view the Minutes of the Senate.<br><br>Please click here for viewing the details of the Annual Audited Accounts for 2022-23. |
| 3.4.2 | Information manual / handbook available in Printed format | Annual Report<br>Please click here to view the Recruitment Rules of NIT Rourkela.<br>Academic Regulations<br>Academic Calendar<br>Academic Time Table<br>Holidays<br>Curricula and Syllabi<br>Academic Forms<br><br>Purchase Manual<br><br>Please click here for viewing the details of the Annual Audited Accounts for 2022-23. |
| **3.5** | **Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]** | |
| 3.5.1 | List of materials available Free of cost | Please click the following links for details.<br><br>Academic Regulations<br>Academic Calendar<br>Academic Time Table<br>Holidays<br>Curricula and Syllabi<br>Academic Forms<br><br>Purchase Manual |

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| | | Please click here to view the Minutes of NIT Council.<br>Please click here to view the Minutes of BoG.<br>Please click here to view the Minutes of FC.<br>Please click here to view the Minutes of BWC.<br>Please click here to view the Minutes of the Senate. |
| 3.5.2 | List of materials available at a reasonable cost of the medium | Not Applicable |
| **4** | **E-Governance** | |
| **4.1** | **Language in which Information Manual/Handbook Available**<br>**[F No. 1/6/2011-IR dt. 15.4.2013]** | |
| 4.1.1 | English | Please click here to view the Annual Reports.<br>Please click here to view the Recruitment Rules of NIT Rourkela.<br>Please click on the following links to view the details<br>Academic Regulations<br>Academic Calendar<br>Academic Time Table<br>Holidays<br>Curricula and Syllabi<br>Academic Forms<br><br>Please click here for viewing the details of the Annual Audited Accounts for 2022-23. |
| 4.1.2 | Vernacular / Local Language | Not Applicable |
| **4.2** | **When was the information Manual/Handbook last updated?**<br>**[F No. 1/6/2011-IR dt 15.4.2013]** | |
| 4.2.1 | Last Date of Annual updating | 2024 |
| **4.3** | **Information available in Electronic Form [Section 4(1)(b)(xiv)]** | |
| 4.3.1 | Details of information available in electronic form | Please click the following links for details.<br><br>**Infrastructure & Development**<br>Halls of Residence<br>Guest House<br>UGC NAD / ABC Bureau - NIT Rourkela<br>Internship Programmes<br>Institute Counselling Services<br>Anti-Ragging<br>Library<br>Health Centre<br><br>**Academic**<br>Career Development Centre<br>Alumni Cell<br><br>**Curricular**<br>Centre for Automation Technology<br>Computer and Informatics Centre<br>ANKCTEL |
| 4.3.2 | Name/ title of the document/record/ other information | |
| 4.3.2 | Name/ title of the document/record/ other information | |
| 4.3.3 | Location where available | |

| | | **Co-Curricular**<br>Student Activities Centre<br>Annual Report |
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| **4.4** | | **Particulars of Facilities available to Citizens for obtaining information**<br>**[Section 4(1)(b)(xv)]** |
| 4.4.1 | Name & location of the facilities | The following are the facilities at NIT Rourkela:<br><br>- CRF<br>- SRICCE<br>- TIIR<br>- FTBI<br>- Industrial Consultancy<br>- Guest House<br>- Health Centre |
| 4.4.2 | Details of information made available | |
| 4.4.3 | Working hours of the facility | |
| 4.4.4 | Contact person & contact details (Phone, fax email) | |
| **4.5** | | **Such other information as may be prescribed under Section 4(i) (b)(xvii)** |
| 4.5.1 | Grievance redressal mechanism | Grievances can be filed in the CPGRAMS portal.<br><br>Internal Complaints Committee for NIT Rourkela comprises the following Members :<br><br>1. Prof. Seemita Mohanty [HS] - **Presiding Officer**<br>2. Prof. Sasmita Mohapatra [CY] - **Member**<br>3. Prof. Bibekanand Mallick [LS] - **Member**<br>4. Mrs. Swagatika Sahoo [DR-PW] - **Member**<br>5. Mr. Dibya Kishor Pradhan [LB] - **Member**<br>6. Dr. Anjana Maitra, OES (Retd.), Head, Political Science, Government College, Rourkela - **Member** |
| 4.5.2 | Details of applications received under RTI and information provided | The details of RTI Applications received and information provided for the year: 2022-23, 2023-24 |
| 4.5.3 | List of completed schemes/ projects/ Programmes | Please click here to view the details |
| 4.5.4 | List of schemes/ projects/ programme underway | |
| 4.5.5 | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | Please click here for viewing the details of the Procurement of Goods and Services.<br><br>Please click here for viewing the details of the Procurement through GeM. |
| 4.5.6 | Annual Report | Please click here to view the Annual Reports. |
| 4.5.7 | Frequently Asked Question (FAQs) | Click here to view the FAQs. |
| 4.5.8 | Any other information such as (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the (d) Performance against the benchmarks set in the Citizen's Charter | Documents are accessible to the public in the Electronic Form. |

| 4.6 | Receipt & Disposal of RTI Applications and Appeals [F. No. 1/6/2011-IR dt. 15.04.2013] | |
|---|---|---|
| 4.6.1 | Details of applications received and disposed | The details of RTI Applications received and information provided for the year: 2022-23, 2023-24 |
| 4.6.2 | Details of appeals received, and orders issued | |
| **4.7** | **Replies to Questions asked in the Parliament [Section 4(1)(d)(2)]** | |
| 4.7.1 | Details of questions asked and replies given | Please click here to view the queries received from the Parliament and replies provided by the Institute (2023-24). |
| **5** | **Information as may be Prescribed** | |
| **5.1** | **Such other Information as may be Prescribed [F. No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]** | |
| 5.1.1 | Name and details of (a) Current CPIO and FAAs, (b) Earlier CPIO and FAAs from 1.1.2015 | Mr. Chittaranjan Sahoo<br>Assistant Registrar (ES-II) & CPIO<br>NIT Rourkela, Odisha - 769008.<br>Email: establishment@nitrkl.ac.in<br>Phone No.: 0661-2642061<br><br>Prof. Rohan Dhiman<br>Registrar & Appellate Authority<br>NIT Rourkela, Odisha - 769008<br>Email: registrar@nitrkl.ac.in<br>Phone No.: 0661-2642021 |
| 5.1.2 | Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out | Not Applicable |
| 5.1.3 | Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment, (b) Name and Designation of the officers | Prof. Rohan Dhiman<br>Registrar |
| 5.1.4 | Consultancy committee of key stakeholders for advice on Suo Moto Disclosure (a) Dates from which constituted, (b)Name and Designation of the officers | Nil |
| 5.1.5 | Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted, (b)Name and Designation of the Officers | Nil |
| **6** | **Information Disclosed on Own Initiative** | |
| **6.1** | **Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information** | |
| 6.1.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to | Please click on the following links to view the details<br>Academic Regulations<br>Academic Calendar<br>Academic Time Table |

| | obtain information | Holidays<br>Curricula and Syllabi<br>Academic Forms<br>Please click here to view the Annual Reports. |
|---|---|---|
| **6.2** | | **Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pension** |
| 6.2.1 | Whether STQC certification obtained and its validity | Not required being an ac.in website. |
| 6.2.2 | Does the website show the certificate on the Website? | Not applicable as per para 6.2.1. |