



NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

(An Institution of National Importance under the
Ministry of Education, Government of India)

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S. No.	Item	Disclosure Details
1	Organisation and Function	
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organisation	<u>National Institute of Technology Agartala, Barjala, Jirania, Agartala, Tripura- 799046</u> Website:- https://www.nita.ac.in/
1.1.2	Head of the organization	Prof. S K.Patra, Director Email: nita.director@gmail.com,director@nita.ac.in_ Tel. No: 0381-2546630 Fax No: 0381-2546360 Date of Joining NIT Agartala: 24-05-2023 Director's Message: The National Institute of Technology Agartala(NITA),an Institute of National Importance (INI) was instituted by Government of India with the mission to herald excellence in technical education and research in the North-East region. The institute was established by the Ministry of Education (MoE) in the era of renaissance in technical education in north east. NIT Agartala, in its strategic initiatives realizes the responsibilities of higher education to meet the future challenges of a sustained development in knowledge-based economy and roots its commitment in inculcating the values of quality education as per National Education Policy 2020 (NEP2020). The institute strives to the causes of higher education taking the academic and research dissemination in its stride. These impetus will be the key in furthering, fostering and enhancing the frontiers of creating sustained employment

		potential for the rural and socio-economically challenges for the country and particularly in the North East region. Among its objective, NITA pledges to revitalize the indices of education from technical to excellence in conventional science and management areas through a plethora of undergraduate, post graduate and doctoral programs. The academics programs target to a multifaceted knowledge hub in the region. The academic programs provide holistic education incorporating innovation, promotion of entrepreneur skills with assistance of newly established Innovation and Entrepreneurship Development Center. The patronage of national and internationally reputed faculty strive to secure and promote education of highest standard. NITA has initiated and will continue to patronize state of the art research endeavors beyond the realms of pure academic pursuance. The institute actively encourages researchers efforts culminating in securing commercially exploitable intellectual property rights which will help to realize the objectivity of a higher education system in its perspective and encourages the disclosure of innovations achieved. Establishment of a vocational Training and Skill Development Center under the auspices of the Indian Society for Technical Education, a nodal center for research and Development under the auspices of TIFAC, a School of Rural Technology and Development technical education and development at the institute. The Kendriya Vidyalaya within the campus cater to quality primary school education, have been, a notable achievements in the societal commitments. The institute has broken impediments and barriers in its way of becoming a preferred institute.
1.1.3	Vision, Mission and Key objectives	<u>Vision</u> Institute is committed to develop highly competent young Engineers, Scientists, and Management Professionals to cater to the ever increasing techno-managerial needs of national and international standards fulfilling professional ethics and societal commitment. <u>Mission</u> • To produce techno-managerial human resource in line with global need offering state-of-the-art facility, research and training in engineering and allied disciplines • To enhance the effectiveness of technical education with innovative system and devising a mechanism to facilitate application of research findings to solve real problems of industries/academics. • To nurture and sustain an academic ambience conducive to the development of intellectually capable and committed professionals so that an effective growth is obtained for the economic development of the region and the nation as a whole. • To establish as the corridor of higher education for the South East Asian countries.

		<u>Objectives:</u> In order to respond effectively to the needs of the society, the Institute aims at • Influencing the technical practices of the Governmental and Non-Governmental organizations through its Under Graduate and Post Graduate teaching programme for the young and prospective technocrats, Training of corporate executives, Consultancy and Research. The research programmes are oriented towards developing technical systems that are most suitable in the Indian context particularly for North-Eastern Zone. • Transpiring the technical knowledge from the Institute level to the entrepreneurs, so that an effective growth is obtained for the economic development of the Region and the Nation as a whole. • Enhance the effectiveness of technical education and innovative systems and devising a mechanism to facilitate application of research findings to solve the problems in the industry.
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1.1.4	Function and duties	The functions and duties are governed by the NITSER Act, 2007 and the Statutes and related Amendment.
1.1.5	Organization Chart	Please click here for the details
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 constituted from time to time have been dealt	The Government of India converted the Tripura Engineering College to National Institute of Technology Agartala on 1st April 2006 vide notification No. F. 20-20/2004/TS III/ dated 10.03.2006 of the Ministry of Human Resources Development (MHRD), Govt. of India. During the conversion, Tripura Engineering College was offering undergraduate courses in Civil, Mechanical, Electrical, Computer Science Engineering, Electronics & Communication and Production Engineering. The details about various departments and HoDs Click Here Administrative Committees: Board of Governors --- Please click here for the details (PDF) Finance Committee --- Please click here for the details (PDF) Building and Works --- Please click here for the details (PDF) Senate --- Please click here for the details (PDF)
1.2	Powers and duties of its officers and employees [Section 4(1)(b)(ii)]	
1.2.1	Powers and duties of its officers (administrative, financial and judicial)	Click here

1.2.2	Power and duties of other employees	Same as 1.2.1
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1.2.3	Rules/ orders under which powers and duty are derived and	As per NITSER ACT & Statute
1.2.4	Exercised	https://nita.ac.in
1.2.5	Work allocation	https://nita.ac.in
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.
1.3.2	Final decision making authority	The Director in most cases and the Board of Governors in specific cases as NITSER ACT & Statute
1.3.3	Related provisions, acts, rules, etc.	Time taken for various decision are indicated where : NITSER ACT & Statute
1.3.4	Time limit for taking decisions, if any	Normally all administration/Academic decision taken 3 to 5 working day's
1.3.5	Channel of supervision and accountability	As per organizational structure and hierarchy of the institute.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	

1.4.1	Nature of functions/ services offered	To deliver excellence in science and technology education while fostering a dynamic environment for collaborative, interdisciplinary research, involving both our students and 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.
1.4.3	Process by which these services can be accessed	Committees have been constituted to address the complaints as mentioned below in 1.4.4 & 1.3.4
1.4.4	Time-limit for achieving the targets	Disciplinary Committee - Click Here
1.4.5	Process of redress of grievances	The standard timeline for resolving grievances is 21 days according to the CPGRAMS guideline

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	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, all the details are available on public domain. https://nita.ac.in/
1.5.2	List of Rules, regulations, instructions manuals and records	Delegations of Financial Power and Rules General Financial Rules 2017 Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India

1.5.3	Acts/ Rules manuals etc.	Please click the following links for details. NIT Acts & Statutes
1.5.4	Transfer policy and transfer orders	There is no transfer policy for the Institute at this stage.

1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	
1.6.1	Categories of documents	MOU- Click Here
1.6.2	Custodian of documents/ categories	Same as 1.6.1

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.	Board of Governors --- same as 1.1.6 Finance Committee --- same as 1.1.6 Building and Works --- same as 1.1.6 Senate --- same as 1.1.6 Others Committees --- Click Here
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, and the Statutes.
1.7.5	Powers and functions	As per NITSER ACT & Statute
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?	Minutes of the Meetings of Board of Governors - click here Minutes of the Meetings of Finance Committee - click here Minutes of the Meetings of BWC - click here Minutes of the Meetings of SENATE - click here
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	
1.8.1	Name and designation	https://nita.ac.in/
1.8.2	Telephone, fax and email ID	
1.9	Monthly remuneration received by officers & 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 monthly basis.
1.9.2	System of compensation as provided in its regulations	Benefits and Incentives for the Permanent Employees of the Institute 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 Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	click here
1.10.2	Address, telephone numbers and email ID of each designated official	Please click here for viewing the Contact Details of the Officials dealing with RTI
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	Nil
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	Not Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met
1.12.3	Training of CPIO/ APIO	Click Here
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Click Here
1.13	Transfer policy and transfer orders	
1.13.1	Transfer Policy and Transfer Orders	same as 1.5.4
2	Budget and Programmes	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	Preparation of annual reports & accounts for the year 2024-25 is under process.
2.1.2	Budget for each agency and plan & programmes	Click Here
2.1.3	Proposed expenditures	

2.1.4	Revised budget for each agency, if any	
2.1.5	Report on disbursements made and place where the related reports are available	
2.2	Foreign and Domestic Tours [F. No. 1/8/2012- IR dt. 11.9.2012]	
2.2.1	Budget	Specific sub allocation in the budget is not allocated for Foreign and Domestic Tours.
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	Click Here
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.	https://eprocure.gov.in/cppp/ https://nita.ac.in/userpanel/TenderList.aspx

2.3	Manner of Execution of Subsidy Programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	Not Applicable
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	As per guidelines of Govt. of India, Fee waiver and concessions in tuition fee are being provided to the students from the reserved categories and the low-income group. Click Here
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	
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.	Annual Accounts for the FY 2023-24 was sent to the CAG audit and thereafter the same will be send to the ministry in order to place before both the houses of parliament.
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3	Publicity and Public Interface	
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	https://nita.ac.in

3.1.3	Public- private partnerships(PPP)- Details of Special	Not Applicable
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3.1.4	Purpose Vehicle(SPV), if any 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
3.1.7	Public- private partnerships (PPP) - Other documents generated 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 authorization 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	Policy decisions/ legislations taken in the previous one year All course details, guidelines etc. are available on public domain. Click here
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)]	
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 Reports Click here: https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=Annual_Report s Senate Minutes: Click here:

3.4.2	Information manual/ handbook available in Printed format	YES
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	All the information manual / handbook are provided free of cost. Please click the following links for details. https://nita.ac.in/uploaded_files/Prospectus_2024-25.pdf
3.5.2	List of materials available at a reasonable cost of the medium	As above, no fee is collected for the above documents.
4	E-Governance	
4.1	Language in which Information Manual/ Handbook Available	
4.1.1	English	a) Annual Reports b) Student Prospectus cum Information Brochure
4.1.2	Vernacular/Local Language	Annual Reports (Hindi & English) Click here: https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=Annual_Reports
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last Date of Annual updating	2024-25
4.3	Information available in Electronic Form [Section 4(1)(b)(xiv)]	

4.3.1	Details of information available in electronic form	Student Prospectus cum Information Brochure
4.3.2	Name/ title of the document/record/ other information	Academic Career Development Students Bodies & Club Student's Code of Conduct
4.3.3	Location where available	NITA website (https://www.nita.ac.in/)
4.4	Particulars of Facilities available to Citizens for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facilities	Click here
4.4.2	Details of information made available	
4.4.3	Working hours of the facility	as per 3.1.1
4.4.4	Contact person & contact details (Phone, fax email)	Same as 4.4.1
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance redressal mechanism	
4.5.2	Details of applications received under RTI and information provided	Click here
4.5.3	List of completed schemes/ projects/ Programmes	Nil
4.5.4	List of schemes/ projects/ programme underway	Click Here

4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
4.5.6	Annual Report	here: https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=Annual_Reports
4.5.7	Frequently Asked Question (FAQs)	NIL
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	NIL
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	Click Here
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	Click here
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] <u>a) Current CPIO and FAA</u> <u>Col. (Dr.) Ashish Badola, First Appellate Authority (FAA) E-Mail:</u> <u>registrarnita@rediffmail.com, registrar@nita.ac.in</u> <u>Mr. Tanmoy Ghoshal, Central Public Information Officer (CPIO) E-Mail:</u> <u>cpio.nita@nita.ac.in</u>	

5.1.1	Name and details of (a) Current CPIO and FAAs, (b) Earlier CPIO and FAAs from 1.1.2015	<u>Dr. Debasis Neogi, CPIO, From 1.1.2015 to 16.04.22</u> <u>Dr. R.S. Panua CPIO, From 17.04.22 to 04.11.2017</u> <u>Dr. Rajib Saha, CPIO, from 05.11.2017 to 15.01.2023</u>
5.1.2	Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	10.08.2025
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	
5.1.4	Consultancy committee of key stake holders for advice on Suo Moto	
5.1.5	Disclosure (a) Dates from which constituted, (b) Name and Designation of the officers 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	https://nita.ac.in
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 <u>Please click on the following links to view the details First Statutes of NIT -</u> Click: https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=Act_Statutes <u>Prospectus:</u> Click https://www.nita.ac.in/uploaded_files/Prospectus.pdf <u>BOG Minutes</u> Click: https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=BOG_Minutes <u>Annual Reports-</u> Click here: https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=Annual_Reports	

6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Same as 6.1
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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 Met
6.2.2	Does the website show the certificate on the Website?	Not Met

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