



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA – 799046 (TRIPURA)

Organization and Function

Sr No. Disclosure Details

1. Organization and Function

1.1 Particulars of its organization, functions, and duties [Section 4(1)(b)(i)]

National Institute of Technology Agartala, Barjala, Jirania, Agartala,
Tripura- 799046

1.1.1 Name and address of the Organization

National Institute of Technology Agartala, Barjala, Jirania, Agartala,
Tripura- 799046

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: 04923 22630

Date of Joining NIT Agartala: 24-05-2023

1.1.3 Vision, Mission, and key objectives

Vision: 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.

Mission:

- 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.



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Objectives:

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.

1.1.4 Function and duties

[The National Institute of Technology Act. 2007](#)

[The National Institute of Technology \(Amendment\) Act. 2012](#)

[First Statutes under NIT Act 2007](#)

[NIT-Statutes \(Amendment\) Act 2017](#)

[NITSER Acts' & Statutes \(2017\)](#)

1.1.5 Organizational 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 degrees in Civil, Mechanical, Electrical, Computer Science Engineering, Electronics & Communication and Production Engineering.



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The details about various departments and HoDs can be viewed [here](#).

Administrative Committees:

Board of Governors --- Please click [here](#) for the details

Finance Committee --- Please click [here](#) for the details

Building and Works --- Please click [here](#) for the details

Senate --- Please click [here](#) for the details

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 following

[The National Institute of Technology Act. 2007](#)

[The National Institute of Technology \(Amendment\) Act. 2012](#)

[First Statutes under NIT Act 2007](#)

[NIT-Statutes \(Amendment\) Act 2017](#)

[NITSER Acts' & Statutes \(2017\)](#)

1.2.2 Power and duties of other employees: Same as 1.2.1

1.2.3 Rules/ orders under which powers and duty are derived and
<http://nita.ac.in/userpanel/Default.aspx>

1.2.4 Exercised- <http://nita.ac.in/userpanel/Default.aspx>

1.2.5 Work allocation: <http://nita.ac.in/userpanel/Default.aspx>

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.



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1.3.2 Final Decision Making authority:

The Director in most cases and the Board of Governors in specific cases as mandated in the National Institute of Technology Act, 2007 and the NIT-Statutes (Amendment) Act 2017.

1.3.3 Related provisions, acts, rules etc.: same as 1.1.4

1.3.4 The limit for taking decisions, if any: - same as 1.1.4

1.3.5

The time limit for decision making process on any technical issues depends upon the complexity of the Matter. Hence, it is not feasible to fix the uniform time limit for the same. For administrative matters, time limits are applicable as per NITSER Act & Statute / Guidelines/Instructions issued by Govt. of India

1.3.6 Channel of supervision and accountability: as per organizational structure and hierarchy of the institute.

1.4 Norms of 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 Process of redress of grievances

Internal Complaints Committee-

Disciplinary Committee - [Click Here](#)

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/userpanel/Default.aspx>

1.5.2 List of Rules, regulations, instructions manuals and records.

Delegations of Financial Power and Rules
General Financial Rules 2017



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Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India



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1.5.3 Acts/ Rules manuals etc:

[The National Institute of Technology Act. 2007](#)

[The National Institute of Technology \(Amendment\) Act. 2012](#)

[First Statutes under NIT Act 2007](#)

[NIT-Statutes \(Amendment\) Act 2017](#)

[NITSER Acts' & Statutes \(2017\)](#)

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

NIT Agartala has been declared as an Institute of National Importance as it has been established under the NIT Act, 2007 and NIT (Amendment) Act, 2012. The following are the documents held under its control.

[The National Institute of Technology Act. 2007](#)

[The National Institute of Technology \(Amendment\) Act. 2012](#)

[First Statutes under NIT Act 2007](#)

[NIT-Statutes \(Amendment\) Act 2017](#)

[NITSER Acts' & Statutes \(2017\)](#)

Certificate of GST registration- [Click Here](#)

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: Same as 1.7.1

1.7.3 Dates from which constituted: Same as 1.7.1



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1.7.4 Term/ Tenure - The Boards/Committees are perpetual in nature and are constituted as per the terms of the NIT Act, 2007 and the Statutes of the institute.

1.7.5 Powers and functions - As defined in the NIT Act, 2007, the NIT (Amendment) Act, 2012 and the Statutes of the institute.

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](#)

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]

1.8.1 Name and designation All the details are available on public domain. Please [click here](#) .

1.8.2 Telephone, fax and email ID Fully Met

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: **Please [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) Finalized for Minor penalty or major penalty proceedings - **Nil**



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1.12 Programs to advance understanding of RTI (Section 26)

1.12.1 Educational programs - **Not met**

1.12.2 Efforts to encourage public authority to participate in these programs - **Not met**

1.12.3 Training of CPIO/APIO – [Click Here](#)

1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned – same as 1.12.3

1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] – same as 1.5.4

1.13.1 Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013] – same as 1.5.4

2 Budget and Programme

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 2023-24 is under process.

2.1.2 Budget for each agency and plan & programs: [Click Here](#)

2.1.3 Proposed expenditures: same as 2.1.1

2.1.4 Revised budget for each agency, if any – Same as 2.1.2

2.1.5 Report on disbursements made and place where the related reports are available: same as 2.1.1

2.2 Foreign and domestic tours

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 - Please view the travel details for the year 2023-24.



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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.

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)] **Not applicable**

2.3.1 Name of the programme of activity please click [here](#)

2.3.2 Objective of the programme Same as 2.3.1

2.3.3 Procedure to avail benefits Same as 2.3.1

2.3.4 Duration of the programme/ scheme Same as 2.3.1

2.3.5 Physical and financial targets of the programme Same as 2.3.1

2.3.6 Nature/ scale of subsidy /amount allotted Same as 2.3.1

2.3.7 Eligibility criteria for grant of subsidy Same as 2.3.1

2.3.8 Details of beneficiaries of subsidy programme (number, profile etc) Same as 2.3.1

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] **not applicable**

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 concessions, 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



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recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations

Same as 2.5.1

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 2022-23 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.

3 Publicity Band Public interface - Not applicable

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 thereof [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

[The National Institute of Technology Act. 2007](#)

[The National Institute of Technology \(Amendment\) Act. 2012](#)

[First Statutes under NIT Act 2007](#)

[NIT-Statutes \(Amendment\) Act 2017](#)

[NITSER Acts' & Statutes \(2017\)](#)

Delegation of Financial Power and Rules

Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India

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.

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 part of 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 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

All course details, guidelines etc. are available on public domain. **Please click [here](#) for details.**

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:



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Click here:

https://nita.ac.in/UserPanel/Minutes_Others.aspx?file=SENATE_Minutes
BWC Minutes

Click here:

https://nita.ac.in/UserPanel/Minutes_Others.aspx?file=BWC_Minutes
BOG Minutes

Click here: https://nita.ac.in/UserPanel/Minutes_Others.aspx?file=BOG_Minutes

3.4.2 Information manual/handbook available in Printed format - Same as 3.4.1

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.

[UG Admission Brochure](#)

[PG Admission Brochure](#)

[Prospectus](#)

Infrastructure & Development

[Hostels](#)

[Guest House](#)

[Other Facilities](#)

[Academic Facilities](#)

3.5.2 List of materials available at a reasonable cost of the medium - Same as 3.5.1

4 E-Governance

4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]



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4.1.1 English:

Annual Reports

Click here:

https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=Annual_Reports

s Senate Minutes:

Click here:

https://nita.ac.in/UserPanel/Minutes_Others.aspx?file=SENATE_Minutes

BWC Minutes

Click here:

https://nita.ac.in/UserPanel/Minutes_Others.aspx?file=BWC_Minutes

Minutes

Click here: https://nita.ac.in/UserPanel/Minutes_Others.aspx?file=BOG_Minutes

4.1.2 Vernacular/ Local Language

Annual Reports (Hindi)

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 updation – 2024

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

Please click the following links for details.

[UG Admission Brochure](#)

[PG Admission Brochure](#)

[Prospectus](#)

Infrastructure & Development

[Hostels](#)

[Guest House](#)

[Other Facilities](#)



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Academic Facilities



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4.3.1 Details of information available in electronic form- Same as 4.3

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 citizen for obtaining information [Section 4(1)(b)(xv)]

4.4.1 Name & location of the faculty **Click here**

4.4.2 Details of information made available Same as 4.4.1

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

[1st Quarter \(April-June\) 2023-2024](#)

[2nd Quarter \(July-Sept\) 2023-2024](#)

[3rd Quarter \(Oct- Dec\) 2023-2024](#)

[4th Quarter \(Jan-Mar\) 2023-2024](#)

4.5.3 List of completed schemes/ projects/ Programmes- [Click Here](#)

4.5.4 List of schemes/ projects/ programme underway - same as 4.5.3

4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract - **Not Met**

4.5.6 Annual Report

Click

here:https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=Annual_Reports



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4.5.7 Frequently Asked Question (FAQs)- **Not Applicable**

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- **Not Applicable**

4.6 Receipt & Disposal of RTI applications & 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 ---- [Rajya Sabha](#) [Lok Sabha](#)

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]

a) Current CPIO and FAA

Col. (Dr.) Ashish Badola, First Appellate Authority (FAA)
E-Mail: registrarnita@rediffmail.com, registrar@nita.ac.in

Mr. Tanmoy Ghoshal, Central Public Information Officer (CPIO)
E-Mail: cpio.nita@nita.ac.in

5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015

Dr. Debasis Neogi, CPIO, From 1.1.2015 to 16.04.22

Dr. R.S. Panua CPIO, From 17.04.22 to 04.11.2017

Dr. Rajib Saha, CPIO, from 05.11.2017 to 15.01.2023

5.1.2 Details of third party audit of voluntary disclosure - (a) Dates of audit carried out, (b) Report of the audit carried out

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers-

5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers –



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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 & Designation of the Officers –

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

Please click on the following links to view the details

First Statutes of NIT -

Click https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=Act_Statutes

Prospectus:

Click https://www.nita.ac.in/uploaded_files/Prospectus.pdf

BOG Minutes

Click : https://www.nita.ac.in/UserPanel/Minutes_Others.aspx?file=BOG_Minutes

Annual Reports-

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

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 - **No**

6.2.2 Does the website show the certificate on the Website- **No**