



**RTI MANUAL**  
**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA, SHILLONG**  
**(LAST UPDATED ON 31.08.2023)**

<b>1</b>	<b>Organisation and Function</b>
<b>1.1</b>	<b>Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]</b>
1.1.1	Name and address of the Organization
	<p>National Institute of Technology Meghalaya  <b>Present address:</b>  Bijni Complex, Laitumkhrah, Shillong-793003  Website: <a href="http://www.nitm.ac.in">www.nitm.ac.in</a>  Phone: 0364-2501294, 0364-2501215  Fax: 0364-2501113</p>
1.1.2	Head of the organization
	<b>Prof. P. Mahanta, Director</b>
1.1.3	Vision, Mission and Key objectives
	<p><b>The Vision:</b>  A Centre of Excellence vibrant with academic activities and bubbling with youthful creative energy, making significant contribution to the World of Knowledge and Technology and to the Development of the State, the Region and the Nation.</p> <p><b>The Mission</b>  To impart quality education in the fields of Engineering, Science and Technology at Undergraduate as well as Postgraduate levels with special attention to encourage innovation and creativity in these fields in a clean and healthy environment.</p> <p>To engage in creation of knowledge and development of technologies through effective research programs.</p> <p><b>Key Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) To create the best of the facilities and to impart high quality education in science and technology.</li> <li>(ii) To create the right kind of ambience for carrying out world-class research by the students as well as faculty.</li> <li>(iii) To expand horizontally with increased number of programmes and students in order to meet the growing need of the society.</li> <li>(iv) To maintain a high standard of faculty-student ratio, research output, publications and students' placement.</li> <li>(v) To participate in and contribute to nation building through various flagship schemes of Government of India requiring technological interventions thereby spurring the economic</li> </ul>

	<p>growth for the welfare of society.</p> <p>(vi) To provide qualitative scientific and technological consultancy, which will help to improve the industry-academia partnership and provide competitive edge to the indigenous manufacturing.</p>
1.1.4	<p><b>Function and duties</b></p> <p>The functions and duties of the Institute under Section 6 (1) of the NITSER Act, 2007 are listed below:</p> <ol style="list-style-type: none"> <li>1. to provide for instruction and research in such branches of engineering and technology, management, education, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches;</li> <li>2. to hold examinations and grant degrees, diplomas and other academic distinctions or titles;</li> <li>3. to confer honorary degrees or other distinctions;</li> <li>4. to fix, demand and receive fees and other charges;</li> <li>5. to establish, maintain and manage halls and hostels for the residence of students;</li> <li>6. to supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life;</li> <li>7. to institute academic and other posts with the prior approval of the Central Government, and to make appointments thereto excluding the Director;</li> <li>8. to frame Statutes and Ordinances and to alter, modify or rescind the same;</li> <li>9. to deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute;</li> <li>10. to receive gifts, grants, donations or benefactions from the Government and to receive bequests, donations and transfers of movable or immovable properties from testators, donors or transferors, as the case may be;</li> <li>11. to co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects;</li> <li>12. to institute and award fellowships, scholarships, exhibitions, prizes and medals;</li> <li>13. to undertake consultancy in the areas or disciplines relating to the Institute; and</li> <li>14. to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.</li> </ol>
1.1.5	<p><b>Organization Chart</b></p> <p>Please refer to the link: <a href="https://nitm.ac.in/p/organizational-structure">https://nitm.ac.in/p/organizational-structure</a></p>
1.1.6	<p>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: Please refer the link : <a href="https://nitm.ac.in/download/1_1_6_Depts_HODs.pdf">https://nitm.ac.in/download/1_1_6_Depts_HODs.pdf</a></p>
<b>1.2</b>	<b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>
1.2.1	<p><b>Powers and duties of officers (administrative, financial and judicial)</b></p> <p><b>Director:</b></p> <ul style="list-style-type: none"> <li>• The Director is the Executive Head and responsible for proper administration of the Institute, imparting instructions and maintenance of discipline.</li> <li>• Drawing and disbursing authority is vested with the Director. He has power to incur expenditure in accordance with the procedure laid down by the Board of Governors from time to time.</li> <li>• The Director exercises such other powers and performs such other duties as assigned to him by MoA and Rules and Regulations of the Institute.</li> </ul>

- He has power to employ technician on short term contract basis within the overall budgetary allocation of the Institute with approval of the Finance Committee.
- The Director, at his discretion, can constitute appropriate committees.

***Registrar:***

- The Registrar is responsible to the Director for the proper discharge of his function.
- He is the custodian of record and the common seal of the Institute, and such other Property of the Institute as the Board of Governors commit to his charge.
- He deals with legal matters pertaining to administration.
- He is the Chief Administrative Officer of the Institute and Reporting Officer to all the administrative officials.

***Assistant Registrar (Establishment):***

- To deal with all the matters pertaining to personnel management/ establishment of the staff appointed on regular, temporary, ad-hoc or contractual engagement.
- Maintain record of every individual on the strength of the institute, whether permanent or temporary.
- Maintain Service Book record and process the matters pertaining to appointment, engagement, promotion, service conditions, disciplinary matters, leave, Leave Travel Concession, Police Verification, deputation of staff on official duties, preparation of salary bills, pension bills and any other matter assigned by the authorities and to supervise, monitor and guide the subordinates working under her, in performance of their duties.

***Assistant Registrar (Academic):***

- Deals with all academic matters such as admission (UG, PG and Ph. D), enrolment etc.
- Issuing of Identity Cards, maintaining personal records of students admitted.
- Assisting in preparation and maintenance of Academic calendar, conducting examination.
- Conduct of examinations, conduct of convocation, award of degrees, awards, medals.
- Issuing transfer certificate, migration certificate, bonafied certificate, Grade cards, degrees, and maintaining the record of legal cases arising out of academic matters.

***Assistant Registrar (Finance & Accounts):***

- Assisting in preparation of Annual budget, revised budget estimates, maintaining every financial transaction, dealing with Income Tax of the employees, Professional Tax and other taxes, disbursement of salary, pension, scholarships, remunerations, contractual amounts, payment against bills.
- Liaisoning with banks having Institute accounts, and coordination with the office of the Comptroller and Accountant General maintaining financial record and to carry out any other duties assigned by the Registrar.
- The Assistant Registrar is also carry out the activities such as Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section.

***Executive Engineer:***

- Head of the Section on Implementation & monitoring of construction projects, operation and maintenance and annual repair etc.
- Executive Engineer generally supervises the work of engineers and assistant engineers and guides them whenever necessary.
- Manage budget of the project and submit it to the management and accounts department.

	<p><b>Assistant Librarian:</b></p> <ul style="list-style-type: none"> <li>• He shall maintain the record of the books and journals available in the library and extend the book facilities to staff and students.</li> <li>• He shall maintain the record of books under different heads and procure the books as per the requisitions received from the staff and Institute authorities.</li> <li>• He shall provide the reading room facility to the staff and students and shall be responsible for security of the books and other material. He shall provide the facilities approved by the Government / Board of Governors such as Social Welfare Book Bank, books from Students' Aid Fund etc. to the needy students.</li> <li>• He shall update the library as per requirement. He shall supervise the circulation/ transaction through Assistant Librarian and other staff.</li> <li>• He is also required to supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.</li> </ul>
1.2.2	Power and duties of other employees
	<p>The powers and duties of other employees are notified from time to time depending upon the post they are holding and their designation. The latest notification for the duties of the other employees can be seen in the link below: Please refer the link : <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a></p>
1.2.3	Rules/ orders under which powers and duty are derived and
	<ul style="list-style-type: none"> <li>• NITSER Act, 2007 and its Amendments (<a href="https://nitm.ac.in/p/acts-statutes-ordinances-2">https://nitm.ac.in/p/acts-statutes-ordinances-2</a>)</li> <li>• Statutes of the NITs</li> <li>• Institute Ordinances</li> </ul>
1.2.4	Exercised
	<ul style="list-style-type: none"> <li>• NITSER Act, 2007 and its Amendments (<a href="https://nitm.ac.in/p/acts-statutes-ordinances-2">https://nitm.ac.in/p/acts-statutes-ordinances-2</a>)</li> <li>• Statutes of the NITs</li> <li>• Institute Ordinances</li> </ul>
1.2.5	Work allocation
	<p>For the Director, Deans, Registrar, Heads of Departments and Centres and Wardens, work is allocated as prescribed in the NITSER Act, 2007 (as amended) and the Statutes of the NITs For work allocation of the staff please refer the link below: Please refer the link : <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a></p>
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>
1.3.1	Process of decision making Identify key decision making points
	<p>The Institute has a Chairman, Board of Governors, Director and Chairpersons for each Academic Programme and Centres, who carry out the various functions of the Institute as per procedures laid down in the Rules of the Institute. The decision is communicated to public by announcements, advertisements and through website. The final authority to the decision is the Director, Chairman, Board of Governors. The Institute takes decision regarding academic matters, students' affairs, staff affairs, finance, facilities of the Institute and infrastructure in consultation with Board of Governors, Finance Committee and the Senate. Please refer to the link: <a href="https://nitm.ac.in/p/organizational-structure">https://nitm.ac.in/p/organizational-structure</a></p>

1.3.2	Final decision making authority
	The final authority for Institute decisions is the Director or the Chairman, Board of Governors.
1.3.3	Related provisions, acts, rules etc.
	<ul style="list-style-type: none"> <li>• NITSER Act, 2007 and its Amendments (<a href="https://nitm.ac.in/p/acts-statutes-ordinances-2">https://nitm.ac.in/p/acts-statutes-ordinances-2</a> )</li> <li>• Statutes of the NITs</li> <li>• Institute Ordinances</li> </ul>
1.3.4	Time limit for taking a decision, if any
	At the Director's level: 5 days At the BoG level: By circulation 15 days By meeting: 3 months
1.3.5	Channel of supervision and accountability
	Please refer to the link: <a href="https://nitm.ac.in/p/organizational-structure">https://nitm.ac.in/p/organizational-structure</a>
<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>
1.4.1	Nature of functions/ services offered: Conducting Undergraduate, Postgraduate & PhD programmes. The academic and industrial research along with R&D projects is conducted at NIT Meghalaya. Research Publications, Book Publications, Conducting national & international conferences/workshops/STTPS/FDP/Seminars/Summer Schools, Industry Institute Collaboration, Patents, Innovation & Technology Transfer and Consultancy.
1.4.2	Norms/ standards for functions/ service delivery: The primary activities of the Institute are Teaching and Research. Keeping the interest of the student community the Institute has furnished details of the admission norms, procedures, eligibility criteria, fees etc on the Institute website in the link <a href="https://nitm.ac.in/p/admissions">https://nitm.ac.in/p/admissions</a>
1.4.3	Process by which these services can be accessed: Relevant information is available on NIT Meghalaya website & institute Library.
1.4.4	Time-limit for achieving the targets
	At the Director's level: 5 days At the BoG level: By circulation 15 days By meeting: 3 months
1.4.5	Process of redress of grievances
	<p><b>Grievance Redressal Cell (Faculty):</b> Faculty members may approach the Dean (FW) directly with their grievances. The Dean shall take up personal and minor grievances with the Director for their redressal. Major or Institute level grievances may be taken up with the Board of Governors for appropriate decision and redressal.</p> <p><b>Grievance Redressal Cell (Staff)</b></p> <ol style="list-style-type: none"> <li>1. Prof. H. C. Das, Professor, ME – Chairman</li> <li>2. Dr. P. S. Mangang, Associate Professor, HS – Member</li> <li>3.Registrar – Ex-officio Member</li> <li>4.Assistant Registrar, Establishment - Ex-officio Member</li> </ol> <p>Non-teaching Staff may approach any member of the Cell with their grievances. The Cell shall</p>

	<p>deliberate and take up personal and minor grievances with the Director for their redressal. Major or Institute level grievances may be taken up with the Board of Governors for appropriate decision and redressal.</p> <p><b><i>Grievance Redressal for students:</i></b> Students may submit all types of grievances directly to the Dean (Students Welfare) or the Chief Warden/ Warden for hostel related grievances. The Dean (SW) may decide and redress the grievance in his/her capacity or call upon Institute level committees like the Anti-Ragging Committee, etc. to carry out inquiry for appropriate decision and redressal. The Chief Warden/ Warden may also redress grievances at their level or call upon the Hostel Management Committee to carry out inquiry for appropriate decision and redressal.</p>
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>
1.5.1	Title and nature of the record/ manual /instruction.
	<ol style="list-style-type: none"> <li>1. NITSER Act, 2007 and subsequent Amendments</li> <li>2. Statutes of the NITs and subsequent Amendments</li> <li>3. Institute Ordinances and Regulations</li> <li>4. Recruitment Rules for faculty and non-teaching employees</li> <li>5. Annual Report and Audited Annual Accounts</li> <li>6. Admission procedure to various programmes</li> <li>7. Placement Brochure</li> <li>8. Minutes of meetings of the Board of Governors</li> <li>9. Minutes of meetings of the Finance Committee</li> <li>10. Minutes of meetings of the Senate</li> </ol>
	2.
1.5.2	List of Rules, regulations, instructions manuals and records.
	Please see 1.5.1 above
1.5.3	Acts/ Rules manuals etc.
	Please see 1.5.1 above
1.5.4	Transfer policy and transfer orders
	<p>NIT Meghalaya is an autonomous Institute under the Ministry of Education and there is no scope for transfer of staff from this Institute to others of similar nature. However, non-teaching employees of the Institute may be transferred from one section to another for smooth functioning of the Institute.</p> <p>Copies of transfer orders: Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a></p>
<b>1.6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>
1.6.1	Categories of documents
	Please see 1.5.1 above
1.6.2	Custodian of documents/categories
	<ol style="list-style-type: none"> <li>1. The Registrar is the custodian of all Institute documents and files</li> <li>2. The respective Heads of Departments/ Centres are the custodians of Department/ Centre documents and files</li> </ol>
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority</b>

	<b>[Section 4(1)(b)(viii)]</b>																																			
1.7.1	Name of Boards, Council, Committee etc.																																			
	1. Board of Governors 2. Senate 3. Finance Committee 4. Building and Works Committee 5. SC/ST Cell 6. Anti-Ragging Committee 7. Internal Complaints Committee 8. Institute Information Committee																																			
1.7.2	Composition																																			
	Please see the link “ADMINISTRATION” on the institute’s website Homepage																																			
1.7.3	Dates from which constituted: Details provided in Table A																																			
1.7.4	Term/ Tenure: Details provided in Table A																																			
	<table><tr><th colspan="4">TABLE A</th></tr><tr><th>Name of Boards, Council, Committee etc.</th><th>Composition</th><th>Dates Constituted</th><th>Term/ tenure</th></tr><tr><td>Board of Governors</td><td>As per NITSER Act, 2007, (pg.no 4). Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf">https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf</a></td><td>04.09.2012</td><td>3 (three) years from the date of nomination. As per NITact2007, (pg.no 4). Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf">https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf</a></td></tr><tr><td>Senate</td><td>As per NITSER Act, 2007, (pg.no 5). Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf">https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf</a></td><td>01.12.2012</td><td></td></tr><tr><td>Finance Committee</td><td>As per First Statutes under NITSER Act, 2007 (pg.no 6) Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/1stStatutes.pdf">https://nitm.ac.in/ckfinder/userfiles/files/1stStatutes.pdf</a></td><td>01.12.2012</td><td></td></tr><tr><td>Building and Works Committee</td><td>As per First Statutes under NITSER Act, 2007 (pg.no 7) Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/1stStatutes.pdf">https://nitm.ac.in/ckfinder/userfiles/files/1stStatutes.pdf</a></td><td>01.12.2012</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>SC/ST Cell</td><td>Please see the link “ADMINISTRATION” on</td><td>09.03.2016</td><td>Two years.</td></tr></table>				TABLE A				Name of Boards, Council, Committee etc.	Composition	Dates Constituted	Term/ tenure	Board of Governors	As per NITSER Act, 2007, (pg.no 4). Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf">https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf</a>	04.09.2012	3 (three) years from the date of nomination. As per NITact2007, (pg.no 4). Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf">https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf</a>	Senate	As per NITSER Act, 2007, (pg.no 5). Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf">https://nitm.ac.in/ckfinder/userfiles/files/NITact2007.pdf</a>	01.12.2012		Finance Committee	As per First Statutes under NITSER Act, 2007 (pg.no 6) Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/1stStatutes.pdf">https://nitm.ac.in/ckfinder/userfiles/files/1stStatutes.pdf</a>	01.12.2012		Building and Works Committee	As per First Statutes under NITSER Act, 2007 (pg.no 7) Please refer the link: <a href="https://nitm.ac.in/ckfinder/userfiles/files/1stStatutes.pdf">https://nitm.ac.in/ckfinder/userfiles/files/1stStatutes.pdf</a>	01.12.2012						SC/ST Cell	Please see the link “ADMINISTRATION” on	09.03.2016	Two years.
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		the institute's website Homepage		
	Anti-Ragging Committee	Please see the link "ADMINISTRATION" on the institute's website Homepage	18.03.2014	One year
	Internal Complaints Committee	Please see the link "ADMINISTRATION" on the institute's website Homepage	07.06.2017	Two years
	Institute Information Committee	Please see the link "ADMINISTRATION" on the institute's website Homepage	08.06.2017	Two years
1.7.5	Powers and functions			
	As prescribed in the NITSER Act, 2007 (as amended) and the First Statutes of the NITs, 2009 (as amended)			
1.7.6	Whether their meetings are open to the public?			
	Meetings are not open to the public. Only members of the Board, Senate, Committees, etc can attend the meetings			
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?			
	1. BoG & FC minutes: <a href="https://nitm.ac.in/p/bog-1">https://nitm.ac.in/p/bog-1</a>			
	2. Senate minutes: <a href="https://nitm.ac.in/p/minutes-of-senate-meetings-1">https://nitm.ac.in/p/minutes-of-senate-meetings-1</a>			
	2.			
<b>1.8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
1.8.1	Name and designation: <a href="https://nitm.ac.in/p/directory-1">https://nitm.ac.in/p/directory-1</a>			
1.8.2	Telephone, FAX and email ID: <a href="https://nitm.ac.in/p/directory-1">https://nitm.ac.in/p/directory-1</a>			
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation [Section 4(1) (b) (x)]</b>			
1.9.1	List of employees with Gross monthly remuneration: Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>			
1.9.2	System of compensation as provided in its regulations:			
	The employees of NIT Meghalaya are entitled to a monthly salary as per the 7 <sup>th</sup> CPC Pay Matrix in accordance with the post they are appointed to. In addition, they are entitled to other monthly allowances as approved by the Govt. of India for the state of Meghalaya from time to time. The employees are also entitled to other allowances and benefits approved by the Govt. of India for Central Government employees like Children Education Allowance, reimbursement of admissible medical expenses, LTC, EL encashment during LTC, Child Care Leave, etc. At the time of retirement/			



	superannuation, the employees are entitled to terminal benefits like Leave encashment, gratuity, CTG and other benefits approved by the Govt. of India from time to time.
<b>1.10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority <i>Appellate Authority:</i> Dr. R. N. Mahapatra, Registrar <i>Public Information Officer:</i> Mr. B. Blahwar, Assistant Registrar (Estt)
1.10.2	Address, telephone numbers and email ID of each designated official.
	<i>Appellate Authority:</i> Dr. R. N. Mahapatra Registrar, NIT Meghalaya Bijni Complex, Laitumkhrach Shillong-793003 Phone: 0364-2501215 Email: registrar@nitm.ac.in  <i>Public Information Officer:</i> Mr. B. Blahwar Assistant Registrar (Estt) NIT Meghalaya Bijni Complex, Laitumkhrach Shillong-793003 Phone: 9485177021 Email: ar.estt@nitm.ac.in
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings NIL as on date
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings NIL as on date
<b>1.12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>
1.12.1	Educational programmes: Staff and Students are informed from time to time through lecture during their induction. Moreover, during the Vigilance week in 2022, the Institute had invited Mr. C. V. Darlong, IAS, Secretary to the Govt. of Meghalaya to give a talk on 31.10.2022 regarding vigilance and the uses of RTI Act, 2005. The programme was attended by faculty, staff and students of the Institute.
1.12.2	Efforts to encourage public authority to participate in these programmes: All stakeholders are encouraged and motivated to attend the program.
1.12.3	Training of CPIO/APIO: Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned: Updated as on 31.08.2023. Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>

<b>1.13</b>	<b>Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]</b>
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]
	NIT Meghalaya is an autonomous Institute under the Ministry of Education and there is no scope for transfer of staff from this Institute to others of similar nature. However, non-teaching employees of the Institute may be transferred from one section to another for smooth functioning of the Institute. Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>
<b>2</b>	<b>Budget and Programme</b>
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>
2.1.1	Total Budget for the public authority: 6,895.00 Lakh for the FY 2022-23.
2.1.2	Budget for each agency and plan & programmes: For FY 2022-23 details are as follows: OH-31 (Recurring) = 2165.00 Lakh OH-36 (Salaries) = 2392.00 Lakh PH-35 (Capital) = 2032.00 Lakh
2.1.3	Proposed expenditures: Please refer to the link <a href="https://nitm.ac.in/p/annual-report-1">https://nitm.ac.in/p/annual-report-1</a>
2.1.4	Revised budget for each agency, if any: NA
2.1.5	Report on disbursements made and place where the related reports are available: Please refer to the link : <a href="https://nitm.ac.in/p/annual-report-1">https://nitm.ac.in/p/annual-report-1</a>
<b>2.2</b>	<b>Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)</b>
2.2.1	Budget As per CPDA norms, each faculty member is entitled three lakhs within a span of three years for attending paper presentation and visit to renowned universities research facility. Other domestic and foreign visits are funded by various projects.
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 refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>
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 refer to the link : <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>
2.3.1	Name of the programme of activity
	Not applicable
2.3.2	Objective of the programme
	Not applicable

2.3.3	Procedure to avail benefits
	Not applicable
2.3.4	Duration of the programme/ scheme
	Not applicable
2.3.5	Physical and financial targets of the programme
	Not applicable
2.3.6	Nature/ scale of subsidy /amount allotted
	Not applicable
2.3.7	Eligibility criteria for grant of subsidy
	Not applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)
	Not applicable
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>
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
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>
2.5.1	Concessions, permits or authorizations granted by public authority
	Not applicable
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 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. CAG paras and Separate Audit Report for 2021-22 has been uploaded on the website in the Annual Report for 2021-22 in the link <a href="https://nitm.ac.in/p/annual-report-1">https://nitm.ac.in/p/annual-report-1</a>
<b>3</b>	<b>Publicity Band Public interface</b>
<b>3.1</b>	<b>Particulars for any arrangement for consultation with or representation by the members of the</b>

	<b>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]</b>
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens
	Please see 1.6.1 above
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
	Not applicable
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
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
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>

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
	The Annual Report & Audited Annual Accounts have been uploaded on the Institute website for public information. Minutes of meetings of the Board of Governors, Finance Committee and Senate are also uploaded for public information. <a href="https://nitm.ac.in/p/bog-1">https://nitm.ac.in/p/bog-1</a> <a href="https://nitm.ac.in/p/minutes-of-senate-meetings-1">https://nitm.ac.in/p/minutes-of-senate-meetings-1</a> <a href="https://nitm.ac.in/p/annual-report-1">https://nitm.ac.in/p/annual-report-1</a>
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
	The Annual Report & Audited Annual Accounts have been uploaded on the Institute website for public information. Minutes of meetings of the Board of Governors, Finance Committee and Senate are also uploaded for public information. <a href="https://nitm.ac.in/p/bog-1">https://nitm.ac.in/p/bog-1</a> <a href="https://nitm.ac.in/p/minutes-of-senate-meetings-1">https://nitm.ac.in/p/minutes-of-senate-meetings-1</a> <a href="https://nitm.ac.in/p/annual-report-1">https://nitm.ac.in/p/annual-report-1</a>
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
	The Annual Report & Audited Annual Accounts have been uploaded on the Institute website for public information. Minutes of meetings of the Board of Governors, Finance Committee and Senate are also uploaded for public information. <a href="https://nitm.ac.in/p/bog-1">https://nitm.ac.in/p/bog-1</a> <a href="https://nitm.ac.in/p/minutes-of-senate-meetings-1">https://nitm.ac.in/p/minutes-of-senate-meetings-1</a> <a href="https://nitm.ac.in/p/annual-report-1">https://nitm.ac.in/p/annual-report-1</a>
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>
3.3.1	Use of the most effective means of communication - Internet (website)
	Website: <a href="http://www.nitm.ac.in">www.nitm.ac.in</a>
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>
3.4.1	Information manual/handbook available in Electronic format
	Yes
3.4.2	Information manual/handbook available in Printed format
	Yes, on payment of requisite fee as per RTI Rules, 2005
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>
3.5.1	List of materials available Free of cost
	All documents uploaded and available on the Institute website
3.5.2	List of materials available at a reasonable cost of the medium
	Certified copies can be provided on payment of requisite fee as per RTI Rules, 2005

<b>4</b>	<b>E-Governance</b>
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>
4.1.1	English
	Yes
4.1.2	Vernacular/ Local Language
	No
<b>4.2</b>	<b>When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]</b>
4.2.1	Last date of Annual updation
	31.08.2023
<b>4.3</b>	<b>Information available in electronic form [Section 4(1)(b)(xiv)]</b>
4.3.1	Details of information available in electronic form
	Please see 1.5.1 above
4.3.2	Name/ title of the document/record/ other information
	Please see 1.5.1 above
4.3.3	Location where available
	Institute website: <a href="http://www.nitm.ac.in">www.nitm.ac.in</a>
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>
4.4.1	Name & location of the facility
	NIT Meghalaya Bijni Complex, Laitumkhrach Shillong 793003
4.4.2	Details of information made available
	Please see 1.5.1 above
4.4.3	Working hours of the facility
	Monday to Friday 09:00 AM to 05:30 PM
4.4.4	Contact person & contact details (Phone, fax email)
	Registrar registrar@nitm.ac.in 0364-2501215 <b>For academic related queries:</b> 1. Academics Office E-mail : academic.office@nitm.ac.in Telephone No: - (0364) 2507330 2. AR (AA) E-mail : ar.acad@nitm.ac.in Telephone No.: - (+91)-9485177015
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>

4.5.1	Grievance redressal mechanism																																						
	Please see 1.4.5 above																																						
4.5.2	Details of applications received under RTI and information provided: Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>																																						
4.5.3	List of completed schemes/ projects/ Programmes: Information available at <a href="https://nitm.ac.in/p/sponsored-projects">https://nitm.ac.in/p/sponsored-projects</a>																																						
4.5.4	List of schemes/projects/ programme underway: Information available at <a href="https://nitm.ac.in/p/sponsored-projects">https://nitm.ac.in/p/sponsored-projects</a>																																						
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract Reply: <table><tr><td>Sl. No</td><td>Contractor</td><td>Amount of Contract</td><td>Period of Completion of contract</td></tr><tr><td>1.</td><td>M/s Security &amp; Intelligence services (India) Ltd.</td><td>1.86 Crore approx. per annum</td><td>Ongoing</td></tr><tr><td>2.</td><td>M/s Ranger Security &amp; Services Organisation</td><td>2.4 Crore approx. per annum</td><td>Ongoing</td></tr></table>			Sl. No	Contractor	Amount of Contract	Period of Completion of contract	1.	M/s Security & Intelligence services (India) Ltd.	1.86 Crore approx. per annum	Ongoing	2.	M/s Ranger Security & Services Organisation	2.4 Crore approx. per annum	Ongoing																								
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4.5.6	Annual Report Please see the link <a href="https://nitm.ac.in/p/annual-report-1">https://nitm.ac.in/p/annual-report-1</a>																																						
4.5.7	Frequently Asked Question (FAQs) Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>																																						
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																																						
	<b>Citizen's Charter:</b> <table><tr><td>Sl. No.</td><td>Services</td><td>Processing time</td></tr><tr><td colspan="2"><b>Academics Section</b></td><td></td></tr><tr><td>1</td><td>Issue of Bonafide and other similar certificates for students</td><td>3 days</td></tr><tr><td>2</td><td>Issue of Provisional certificate, Gradesheets, Transcript, etc for students</td><td>7 days</td></tr><tr><td>3</td><td>Issue of Duplicate Gradesheets, Transcripts</td><td>7 days</td></tr><tr><td>4</td><td>Issue of Duplicate Degree</td><td>30 days</td></tr><tr><td>5</td><td>Fee refunds</td><td>60 days</td></tr><tr><td colspan="2"><b>Establishment &amp; Administration Section</b></td><td></td></tr><tr><td>1</td><td>Leave approval (except for Special Casual Leave)</td><td>5 days</td></tr><tr><td>2</td><td>Special Casual Leave</td><td>10 days</td></tr><tr><td>3</td><td>LTC and LTC leave encashment approval</td><td>7 days</td></tr><tr><td>4</td><td>Approval for attending Conferences, Workshops, etc</td><td>15 days</td></tr></table>			Sl. No.	Services	Processing time	<b>Academics Section</b>			1	Issue of Bonafide and other similar certificates for students	3 days	2	Issue of Provisional certificate, Gradesheets, Transcript, etc for students	7 days	3	Issue of Duplicate Gradesheets, Transcripts	7 days	4	Issue of Duplicate Degree	30 days	5	Fee refunds	60 days	<b>Establishment &amp; Administration Section</b>			1	Leave approval (except for Special Casual Leave)	5 days	2	Special Casual Leave	10 days	3	LTC and LTC leave encashment approval	7 days	4	Approval for attending Conferences, Workshops, etc	15 days
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	5	Issue of Bonafide certificate, residential proof, NOC for VISA and passport application, loan application, etc	5 days
	6	Issue of NOC for attending interviews, forwarding of application through proper channel, etc.	10 days
	7	Issue of Vigilance Clearance Certificate	3 days
	8	RTI replies	30 days
	9	Reply to Parliament questions	1 day
	10	Reply to queries and submission of reports to MoE	1 day
		<b>Internal Audit Section</b>	
	1	Scrutiny of bills for vendors and works contractors (from the date of submission of all relevant and related documents)	10 days
	2	Scrutiny of internal bills (TA, medical reimbursement, LTC, etc)	5 days
	3	Scrutiny of purchase related matters	3 days
		<b>Finance &amp; Accounts Section</b>	
	1	Release of payments to vendors, works contractors, AMC, etc	15 days
	2	Release of statutory payments (GST, IT, NPS, etc)	1 day
	3	Release of stipend to scholars (from the date of receipt of verified attendance records)	1 day
	4	Release of salary to outsourced staff and security personnel (after receipt of verified attendance, EPF and ESIC records)	1 day
	5	Release of rent for hostels	3 days
	6	Release of EMD to unsuccessful bidders	3 days
	7	Release of Performance Security (PBG, etc)	3 days
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>		
4.6.1	Details of applications received and disposed. Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>		
4.6.2	Details of appeals received, and orders issued. Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>		
<b>4.7</b>	<b>Replies to questions asked in the parliament [Section 4(1)(d)(2)]</b>		
4.7.1	Details of questions asked, and replies given. Please refer to the link: <a href="https://nitm.ac.in/p/annexures-2022-23">https://nitm.ac.in/p/annexures-2022-23</a>		
<b>5</b>	<b>Information as may be prescribed</b>		



5.1	<b>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]</b>
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015
	First Appellate Authority: 1. Prof. D. K. Saikia, Director – 01.11.2011 to 31.10.2016. 2. Prof. S. B. Singh, Director – 01.11.2016 to 17.05.2017. 3. Prof. B. B. Biswal, Director – 18.05.2017 to 31.01.2023. 4. Prof. G. Panda, Director – 01.02.2023 to 07.08.2023 (FN). 5. Dr. R. N. Mahapatra, Registrar – 07.08.2023 (AN) till date.  Public Information Officer: 1. Mr. B. Blahwar, Asst. Registrar (Estt) – 04.03.2014 till date
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out
	Please refer to the link: <a href="https://nitm.ac.in/nitmeghalaya/ckfinder/userfiles/files/AUDITED%20REPORT%2021-22.pdf">https://nitm.ac.in/nitmeghalaya/ckfinder/userfiles/files/AUDITED%20REPORT%2021-22.pdf</a>
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
	<a href="#">Office order</a>
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
	<a href="#">Office order</a>
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
	<a href="#">Office order</a>
<b>6</b>	<b>Information Disclosed on own Initiative</b>
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information
<b>6.2</b>	<b>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 Pensions</b>
6.2.1	Whether STQC certification obtained and its validity : No
6.2.2	Does the website show the certificate on the Website?: No