राष्ट्रीय प्रौद्योगिकी संस्थान, जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR

(An Institute of National Importance under MOE, Government of India)

Address:- Adityapur, Dist.- Saraikela Kharsawan- 831014, Jharkhand

SUO MOTO DISCLOSURE/RTI Manuals

(Updated as on 09/09/2025)

Sr. No	Items	Details of disclosure
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 Organization	NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR P.O: NIT Jamshedpur, Jharkhand, India, PIN: 831014 Click here to know more.
1.1.2	Head of the organization	**Prof. (Dr.) Goutam Sutradhar** Director, NIT Jamshedpur Please click here to view the profile of the Director. List of former directors - Click here Department wise HODs Tenure – https://www.nitjsr.ac.in/RTI
1.1.3	Vision, Mission and Key Objectives	**Vision:** To be one of the premier technical institutions for its academic excellence and innovative research to meet the future needs of the society. **Mission:** To build a conducive environment for learning and creativity. To train students to become technically competent professionals and socially responsible citizens. To develop innovative products and technologies for the betterment of the society. **Objectives:** to build a conducive environment for learning and creativity. To train students to become technically competent professionals and socially responsible citizens. To develop innovative products and technologies for the betterment of the society.
1.1.4	Function and duties	Main activities/functions of the Institute are teaching, research, development and Consultation. Its major educational programmes are: a) **BTech** → Civil Engineering, Computer Science and Engineering, Engineering & Computational Mechanics, Electrical Engineering, Mechanical Engineering, Metallurgical and Materials Engineering, Electronics and Communications Engineering, Production and Industrial Engineering b) **M.Tech** → Geotechnical Engineering, Structural Engineering, Water Resources Engineering, Corrosion Science and Coating Technology, Computer Science & Engineering, Information Systems Security Engineering, Data Science and Engineering, Communication Systems Engineering, VLSI and Embedded Systems Engineering, Power Electronics & Drives, Power Systems Engineering, Energy Systems Engineering, Thermal Engineering, Machine Design, Defence Technology- combat vehicle engineering, Industrial Metallurgy, Materials Technology, Smart Manufacturing, Operation and supply chain management. c) **MSc** → Mathematics, Physics, Chemistry d) **Master of Computer Application** e) **PhD** Click here for details.
1.1.5	Organization Chart	Please click here to view the Organization Chart.
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	• Acts and Statues • Visitor • Board of Governors • Senate • Finance Committee • Buildings and Works_Committee National Institute of Technology Jamshedpur,earlier known as Regional Institute of Technology was established on 15th August 1960 as a joint venture of Government of India and the Government of Bihar in the chain of REC's (Regional Engineering College) in India with the aim to generate technical graduates of highest standards who could provide technological leadership to the region. It was among the first eight Regional Engineering Colleges (RECs) established as part of the Second Five-Year Plan (1956 - 1961). This was the only REC in the country which was named as RIT (Regional Institute of Technology). Therefore RIT Jamshedpur was actually the REC of

		undivided Bihar & Jharkhand. The foundation stone of RIT (REC) Jamshedpur was laid by Dr. Srikrishna Sinha, the then chief minister of Bihar , with the aim of nurturing talent and setting high standards of education and excellence. On 27th December 2002, in the line of all other RECs of India, RIT Jamshedpur (may be read as REC Jamshedpur too) was converted to National Institute of Technology Jamshedpur with the status of a Deemed University as per the decision of Govt. of India. The Institute is fully funded and governed by the Ministry of Education (MoE), Government of India since 1st April, 2003. On 15 August 2007, NIT Jamshedpur was given the status of the Institute of National Importance through an Act of the Parliament known as the NIT Act.
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)	As per NIT Act and Statutes - Acts and Statues, NIT Jamshedpur
1.2.2	Power and duties of other employees	To assist Officers in performing their duty diligently.
1.2.3	Rules/ orders under which powers and duty are derived and	a) As per NIT Acts and Statues b) As per Delegation of financial powers c) Hostel Rules and Regulations d) Teaching Positions Recruitment Rules e) Non-Teaching Positions recruitment rules f) As per various notices/orders issued by NIT Jamshedpur click here for more details g) Government of India guidelines/norms/orders/ procedures issued from time to time and as per the instructions / guidelines issued by Ministry of Education, Govt. of India.
1.2.4	Work allocation	a) As per NIT Acts and Statues b) As per notices/orders issued by NIT Jamshedpur c) Guidelines/norms/orders/ procedures issued from time to time and as per the instructions / guidelines issued by Ministry of Education, Govt. of India.
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 and Senate 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	As per the Organization chart, delegation of financial powers and NIT Acts and Statues.
1.3.3	Related provisions, acts, rules etc.	Please click the following links for details: • NIT Acts and Statues • Delegation of financial powers
1.3.4	Time limit for taking a decisions, if any	Targets are achieved as per the academic calendar of the Institute. :- Academic Calendar 2024-25
1.3.5	Channel of supervision and accountability	As per the Organization chart
1.4	**Norms for discharge of functions [Section 4(1)(b)(iv)]**	
1.4.1	Nature of functions/ services offered	Teaching, research and development and consultation, access to central library, safety and security of students, medical facility
1.4.2	Norms/ standards for functions/ service delivery	Norms and standards for various programmes of the Institute are set by the Senate of NIT Jamshedpur as per NIT Act and Statutes.
1.4.3	Process by which these services can be accessed	Services can be accessed by following procedure, guidelines laid down in: • Admission Policy, • Research • Medical Facilities • Safety and Security
1.4.4	Time-limit for achieving the targets	Targets are achieved as per the academic calendar of the Institute. :- Academic Calendar 2024-25
1.4.5	Process of redressal of grievances	Aggrieved persons can reach the Heads of Concerned Department to redress their grievances. Committee has been constituted for redressal of various grievances of faculty, staff and students. click here for details, Grievances related to harassment of women at workplace are resolved by an Internal Complaints Committee (ICC) formed according to the guidelines outlined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act of 201. Click here for more information

1.5	**Acts, 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.	a) General Financial Rules 2017 - Click here b) Regulations related to courses (UG/PG/Research) c) Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India d) Administrative Procedures are as per the CCS Conduct Rules
1.5.2	List of Acts, Rules, regulations, instructions manuals and records.	**Rules , Regulation** • Regulations related to courses (UG/PG/Research) • NIT Acts and Statues • Delegation of financial powers • GFR Rules 2017 • Hostel Rules and Regulations • Teaching Positions Recruitment Rules • Non-Teaching Positions recruitment rules **Instructions manuals and records** • Academic Calendar 2024-25 • Holidays • curriculum and B.Tech course syllabus • Academic Documents
1.5.3	Acts/ Rules manuals etc.	• NIT Acts and Statues • GFR Rules 2017 • Hostel Rules and Regulations • Teaching Positions Recruitment Rules • Non-Teaching Positions recruitment rules
1.6	**Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]**	
1.6.1	Categories of documents	- NIT Acts and Statues - Annual Reports - Record of Degrees Awarded - MoU https://www.rnc-nitjsr.in/collaboration - Personal files - Service Books - Purchase files - Academic Documents
1.6.2	Custodian of documents/categories	Registrar, NIT Jamshedpur
1.7	**Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section4(1)(b)(viii)]**	
1.7.1	Name of Boards, Council, Committee etc.	Board of Governors, Senate, Finance Committee, Building and Works Committee, Purchase committee etc.
1.7.2	Composition	Composition of Board of Governor, Senate, Finance Committee and Building and Works Committee as per the provision of NIT Act and Statutes (Click here for NIT Acts and Statues) and Composition of Other Committee is different for different bodies. The Actual composition of the other committee is accessible from the Institute's notice board (Notices & Announcements)
1.7.3	Dates from which constituted	• Board of Governors – Estd. Year – 23rd April 2009 • Finance Committee – Estd. Year – 23rd April 2009 • Building and works committee – Estd. Year – 23rd April 2009 • Senate – Estd. Year – 23rd April 2009
1.7.4	Term/ Tenure	Please refer to NIT Acts and Statues
1.7.5	Powers and functions	As per NIT Acts and Statutes and for other committees, the power is different for different committees.
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?	• click here to view the Minutes of BoG. • click here to view the Minutes of FC. • click here to view the Minutes of BWC. • click here to view the Minutes of the Senate.
1.8	**Directory of officers and employees[Section 4(1) (b) (ix)]**	
1.8.1	Name and designation	Available on Institute's website. (click here for information)
1.8.2	Telephone , fax and email ID	Available on Institute's website. (click here for information)
1.9	**Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]**	
1.9.1	List of employees with	Pay structure of all the regular employees is as per 7th CPC. click here for details.

	Gross monthly remuneration	
1.9.2	System of compensation as provided in its regulations	All employees are entitled for LTC, Children Education Allowance, House Rental Allowance, etc.
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	Available on Institute's website. Click here for information
1.10.2	Address, telephone numbers and email ID of each designated official.	Click here for information
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	Minor penalty = 01 Major penalty = 02
1.12	**Programmes to advance understanding of RTI(Section 26)**	
1.12.1	Educational programmes	Sessions have been held from time to time during orientation program, technical and cultural fests of the institute. Time to time, meetings are held among staff.
1.12.2	Efforts to encourage public authority to participate in these programmes	Sessions have been held from time to time during orientation program, technical and cultural fests of the institute. Time to time meetings are also organised to redress RTI related issues. There is a separate CPIO Office for RTI related works in NIT Jamshedpur
1.12.3	Training of CPIO/APIO	Training of CPIO was done in 2014-15 by the authorities (MC Chouhan, Asst. Registrar/ J. Patro, Registrar, NIT Silchar/ Manish Mishra, advocate) from. Training of APIO is done from time to time.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	It is updated on the Institute website under head RTI. click here for information .
1.13	**Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]**	
1.13.1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	NIT Jamshedpur does not have its own Transfer policy. However, personnel are transferred as per needs of the institute and **CVC guidelines.**
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	Available on Institute website (click here for information)
2.1.2	Budget for each agency and plan & programmes	Different for each programme.
2.1.3	Proposed expenditures	Available on Budget 2024-25
2.1.4	Revised budget for each agency, if any	Available on Budget 2024-25
2.1.5	Report on disbursements made and place where the related reports are available	Available on Institute website (click here for information)
2.1.6	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/	Information available on Institute website under tender section, please click here for details.

<table>
<tr><td></td><td>rates and the total amount at which such procurement or works contract is to be executed.</td><td></td></tr>
<tr><td>2.2</td><td colspan="2">Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)</td></tr>
<tr><td>2.2.1</td><td>Budget</td><td>It is met out from the general budget of the Institute.</td></tr>
<tr><td>2.2.2</td><td>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</td><td>
<table>
<tr><th>Sl. No</th><th>Employee No</th><th>Places visited</th><th>The period of visit</th><th>The number of members in the official delegation</th><th>Expenditure on the visit</th></tr>
<tr><td rowspan="2">1</td><td rowspan="2">Prof. Ram Vinoy Sharma</td><td>Rutgers University,New Brunswick,New Jersy, USA</td><td>To attend 6th International Symposium on Advances in Computational Heat Transfer</td><td></td><td>1,60,000.00</td></tr>
<tr><td>Napoli, Italy</td><td>To attend 7th International Symposium on Advances in Computational Heat Transfer</td><td></td><td>2,05,000.00</td></tr>
<tr><td rowspan="2">2</td><td rowspan="2">Prof Shalendra Kumar</td><td>Rutgers University,New Brunswick,New Jersy, USA</td><td>To attend 6th International Symposium on Advances in Computational Heat Transfer</td><td></td><td>1,60,000.00</td></tr>
<tr><td>Napoli, Italy.</td><td>To attend 7th International Symposium on Advances in Computational Heat Transfer</td><td></td><td>2,05,000.00</td></tr>
<tr><td>3</td><td>Prabha Chand</td><td>Fort Worth, USA</td><td>24 Sept 2017to 3 Oct 2017</td><td>Self</td><td>2.10 lac</td></tr>
<tr><td colspan="6">• Faculty members who attended academic conferences during 2024-25 - Click here for details</td></tr>
</table>
</td></tr>
<tr><td>2.3</td><td colspan="2">Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</td></tr>
<tr><td>2.3.1</td><td>Name of the programme of activity</td><td>Not applicable, being an educational institution.</td></tr>
<tr><td>2.3.2</td><td>Objective of the programme</td><td>Not applicable</td></tr>
<tr><td>2.3.3</td><td>Procedure to avail benefits</td><td>Not applicable</td></tr>
<tr><td>2.3.4</td><td>Duration of the programme/ scheme</td><td>Not applicable</td></tr>
<tr><td>2.3.5</td><td>Physical and financial targets of the programme</td><td>Not applicable</td></tr>
<tr><td>2.3.6</td><td>Nature/ scale of subsidy /amount allotted</td><td>Not applicable</td></tr>
<tr><td>2.3.7</td><td>Eligibility criteria for grant of subsidy</td><td>Not applicable</td></tr>
<tr><td>2.3.8</td><td>Details of beneficiaries of subsidy programme (number, profile etc)</td><td>Not applicable</td></tr>
<tr><td>2.4</td><td colspan="2">Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</td></tr>
<tr><td>2.4.1</td><td>Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions</td><td>NA</td></tr>
<tr><td>2.4.2</td><td>Annual accounts of all legal entities who are provided grants by public authorities</td><td>NA</td></tr>
<tr><td>2.5</td><td colspan="2">Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]</td></tr>
<tr><td>2.5.1</td><td>Concessions, permits or authorizations granted by public authority</td><td>Concessions in terms of tuition fees are being provided to the students from the reserved categories and the low-income group as per eligibility. Full Tuition fee Remission to candidates whose family income is below 1 lakh and two third tuition fee remissions to the students whose family income is below 5 lakhs.
Please click here for details.</td></tr>
<tr><td>2.5.2</td><td>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</td><td>a) click here for details.
b) click here for details.
c) Nos. of students availed concessions in tuition fees (2024-25) – 1351
d) Date of award of concessions – The date on which approval by the competent authority is accorded.</td></tr>
</table>

	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.	Available on Institute website. Please click here for details.
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	• Board of Governors • Senate • Finance Committee • Buildings and Works_Committee • Hostel Rules and Regulations
3.1.2	(a) Arrangements for consultation with or representation by 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. (a) Higher Authorities of the respective Industry/Firm/Institution i.e. MD/CEO/Director (b) All Working Days during the working Hours i.e. 08:30 AM to 05:30 PM (c) IFC – Facilitation/ Reception Desk (contact details - 06572472260) Click here for details.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	NA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	NA
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	NA
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	NA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	NA
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	NA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	NA

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	Available on Institute website. • Board of Governors • Senate • Finance Committee • Buildings and Works_Committee
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	Available on Institute website. • Board of Governors • Senate • Finance Committee • Buildings and Works_Committee
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	Available on Institute website. • Board of Governors • Senate • Finance Committee • Buildings and Works_Committee
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)	Through Institute website: click here for more information
3.4	**Form of accessibility of information manual/ handbook [Section 4(1)(b)]**	
3.4.1	Information manual/handbook available in Electronic format	• Annual Report - click here • Please click here to view the Minutes of Board of Governors. • Please click here to view the Minutes of Finance Committee • Please click here to view the Minutes of Buildings and Works_Committee • Please click here to view the Minutes of the Senate • Academic Calendar 2024-2025 • Holidays • curriculum and B.Tech course syllabus • Academic Documents
3.4.2	Information manual/handbook available in Printed format	• Annual Report • Minutes of Board of Governors. • Minutes of Finance Committee • Minutes of Buildings and Works Committee • Minutes of the Senate • Academic Calendar 2024-2025 • Holidays • curriculum and B.Tech course syllabus • Academic Documents
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	• Annual Report • Minutes of Board of Governors. • Minutes of Finance Committee • Minutes of Buildings and Works_Committee • Minutes of the Senate • Academic Calendar 2024-2025 • Holidays • Curriculum and B.Tech course syllabus • Academic Documents
3.5.2	List of materials available at a reasonable cost of the	Printed copy of materials as per the provisions of RTI Rules 2012 .

	medium	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	Hindi	Yes click here
4.1.2	English	Yes click here
4.1.3	Vernacular/ Local Language	Yes, RTI manual Hindi version available at institute website.RTI Section- https://nitjsr.ac.in/RTI
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	September 2025
4.3	**Information available in electronic form [Section 4(1)(b)(xiv)]**	
4.3.1	Details of information available in electronic form	Annual Report - click here • click here to view the Minutes of Board of Governors. • click here to view the Minutes of Finance Committee • click here to view the Minutes of Buildings and Works_Committee • click here to view the Minutes of the Senate • Academic Calendar 2024-2025 • Holidays • curriculum and B.Tech course syllabus • Academic Documents • Health-and-Welfare • Library • Anti-Ragging • Student Council • Guest_House
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	On Institute website
4.4	**Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]**	
4.4.1	Name & location of the facility	https://www.nitjsr.ac.in/RTI
4.4.2	Details of information made available	• Research And Consultancy - click here • Health-and-Welfare • Library • Guest_House
4.4.3	Working hours of the facility	8:30 AM to 5:30 PM
4.4.4	Contact person & contact details (Phone, fax, email)	Available on Institute website. • Faculty contact details • Office administration contact details • Other administration
4.5	**Such other information as may be prescribed under Section 4(i) (b)(xvii)**	
4.5.1	Grievance redressal mechanism	Aggrieved persons can reach the Heads of Concerned Department to redress their grievances. Committee has been constituted for redressal of various grievances of faculty, staff and students. click here for details Grievances related to harassment of women at workplace are resolved by an Internal Complaints Committee (ICC) formed according to the guidelines outlined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act of 201. Click here for more information
4.5.2	List of completed schemes/ projects/ Programmes	Click here for details.
4.5.3	List of schemes/ projects/ programme underway	Available on Institute website. click here for details
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Please **Click here** details regarding list of contracts entered into during the year 2024-25 by the Institute.
4.5.5	Annual Report	Available on Institute website. click here for details
4.5.6	Frequently Asked Question (FAQs)	Available on Institute website under head RTI. click here for information
4.5.7	Any other information such as - (a) Citizen's Charter,	a) **Citizen charter**- https://nitjsr.ac.in/backend/uploads/rti/new/Citizen's%20Charter%20Annexure%201.

<table>
<tr><td></td><td>(b) Six-monthly reports on the Performance against the benchmarks set in the Citizen's Charter</td><td>pdf
b) Six-Monthly report- Currently Not Available, it will be updated very soon.</td></tr>
<tr><td>4.6</td><td colspan="2">Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]</td></tr>
<tr><td>4.6.1</td><td>Details of applications received and disposed</td><td>Details available on Institute's RTI Quarterly return. Abstract of quarterly return</td></tr>
<tr><td>4.6.2</td><td>Details of appeals received and orders issued</td><td>Details available on Institute's RTI Quarterly return. Abstract of quarterly return</td></tr>
<tr><td>4.7</td><td colspan="2">Replies to questions asked in the parliament [Section 4(1)(d)(2)]</td></tr>
<tr><td>4.7.1</td><td>Details of questions asked and replies given</td><td>Available on Institute website. click here for information</td></tr>
<tr><td>5.1</td><td colspan="2">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]</td></tr>
<tr><td>5.1.1</td><td>Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015</td><td>Available on Institute website. Click here for information</td></tr>
<tr><td>5.1.2</td><td>Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out</td><td>a) Date of audit carried out- 25.09.2024.
Audit conducted by- Dr. Sunil Dutt, Formerly Professor, NITTTR, Chandigarh
b) Report of the audit available on Institute website. Click here for information</td></tr>
<tr><td>5.1.3</td><td>Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers</td><td>Date of appointment: 23.10.2024
Name & Designation of the officers: Prof. Ram Vinoy Sharma, Deputy Director, Department of Mechanical Engineering
Click here for details</td></tr>
<tr><td>5.1.4</td><td>Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers</td><td>Date of constitution:17.08.2023
Name & Designation of the officers:
<table>
<tr><th>Sl. No.</th><th>Faculty Name</th><th>Additional Responsibility Position</th></tr>
<tr><td>1</td><td>Deputy Director</td><td>Chairperson</td></tr>
<tr><td>2</td><td>Dean (Academic)</td><td>Member</td></tr>
<tr><td>3</td><td>Dean (Faculty Welfare)</td><td>Member</td></tr>
<tr><td>4</td><td>Dean (Student Welfare)</td><td>Member</td></tr>
<tr><td>5.</td><td>Registrar</td><td>Member</td></tr>
<tr><td>6.</td><td>Central Public Information Officer (CPIO)</td><td>Member Secretary</td></tr>
</table>
click here for details</td></tr>
<tr><td>5.1.5</td><td>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</td><td>Date of constitution:17.08.2023
Name & Designation of the officers:
<table>
<tr><th>Sl. No.</th><th>Faculty Name</th><th>Additional Responsibility Position</th></tr>
<tr><td>1</td><td>Registrar</td><td>Chairperson</td></tr>
<tr><td>2</td><td>Assistant Registrar (Academic)</td><td>Member</td></tr>
<tr><td>3</td><td>Assistant Registrar (Establishment)</td><td>Member</td></tr>
<tr><td>4</td><td>Assistant Registrar (Finance & Accounts)</td><td>Member</td></tr>
<tr><td>5.</td><td>Central Public Information Officer (CPIO)</td><td>Member Secretary</td></tr>
</table>
Click here for details</td></tr>
<tr><td>6.1</td><td colspan="2">Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</td></tr>
<tr><td>6.1.1</td><td>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</td><td>All important information pertaining to different stakeholders is shared on the institute's website. https://www.nitjsr.ac.in/RTI , Click here for details</td></tr>
<tr><td>6.2</td><td colspan="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</td></tr>
<tr><td>6.2.1</td><td>Whether STQC certification obtained and its validity</td><td>It is under process.</td></tr>
<tr><td>6.2.2</td><td>Does the website show the certificate on the Website?</td><td>It is under process.</td></tr>
</table>