SECTION - A

1: **Information Of National Institute of Technology (NIT) Mizoram,**

under section 4(1) (b) of the RTI Act, 2005

1.1 Particulars of organisation, functions and duties

i) **Name and address of the Organization:**

(Link: https://www.nitmz.ac.in/DisplayPage.aspx?page=cq&ItemID=gg**)**

National Institute of Technology Mizoram

Chaltlang, Aizawl-796012

Mizoram, India

Tel/ Fax: 0389-2391236 (o) /0389-2391774 / 0389-2391699

E-Mail : nit_mizoram@nitmz.ac.in

The Ministry of Human Resources Development, Govt. of India vide its order no. F. 23-13-2009-TS-III Dated 30th of Oct. 2009 and 3rd March 2010, had decided to set up ten new NITs. In view of the above NIT Mizoram was started in the year 2010 in the state of Mizoram with an objective to impart education, research & training leading to B.Tech, M.Tech & PhD. degrees. This institute has been declared as an Institute of National Importance by an Act of Parliament. Here the students are admitted through All India Entrance Exam- Joint Entrance Exam (JEE Main).

NIT Mizoram is an Institute situated in the scenic beauty of Mizoram, wrapped between clouds and mountain rocks, which adds to its beauty. Being amongst the most educated states of our country with a literacy rate of 91%, it beholds a very peaceful and calm environment suitable for studies. The Institute, to cope with the present competitive needs, comprises of laboratories with the latest equipment and installed with best & latest software. The Institute is fully funded by the Government of India under the Ministry of Human Resource Development. Presently, NIT Mizoram is carrying out its activities from its temporary campus at Aizawl, Mizoram.

Considering the increasing number of students and teachers, the Institute is in the process of building its permanent campus at Lengpui, Mizoram. Also, the State Government of Mizoram has allotted 190.35 Acres of land.

Currently, the Institute is running full time B.Tech programmes in Computer Science Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Mechanical Engineering, and Civil Engineering. It also has M.Tech programmes in Computer Science Engineering, Electrical and Electronics Engineering, Electronics and

Communication Engineering, Mechanical Engineering. PhD programmes are there for all the departments of the Institute.

The Institute is governed by NIT Act 2012 and the statutes.

ii) Head of the organization:
(Link : https://www.nitmz.ac.in/DisplayPage.aspx?page=ke&ItemID=o and
https://www.nitmz.ac.in/DisplayPage.aspx?page=m&ItemID=o**)**

The Director is the Principal Academic and Executive Officer of the Institution. The Board of Governors is the supreme decision-making authority of the Institute.

iii) Vision, Mission and Key objectives:
(Link: https://www.nitmz.ac.in/DisplayPage.aspx?page=c&ItemID=e**)**

Vision:
- To serve the societal needs of the country in particular and the world in general through achieving excellence in innovative scientific and technical education and cutting edge research.

Mission:
- To impart and enhance quality technical and scientific education to young men and women.
- To promote research in both fundamental and applied knowledge for the betterment of the society.
- To promote all fields of innovations and provide support to the entrepreneurs.

Objectives

- To offer modern Under Graduate (UG) programmes in various branches of Engineering, viz., Civil Engineering, Mechanical Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, Computer Science & Engineering, etc.
- To initiate new Post Graduate (PG) programmes in Civil Engineering, Mechanical Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, Computer Science & Engineering, Mathematics, Physics, Chemistry, Humanities and Social Sciences, MBA, etc.
- To provide facilities for research in all Engineering departments, Basic and Applied sciences and Humanities and Social Sciences leading to doctoral degree.

iv) Functions, Duties and Powers:
(Link: https://www.nitmz.ac.in/uploaded_files/nit_act_2007.pdf and
https://www.nitmz.ac.in/uploaded_files/nit_act_2012.pdf**)**

Please refer Clause 6 of NIT Act 2012.

v) Organization Chart
(Link: https://www.nitmz.ac.in/uploaded_files/nit_act_2007.pdf and https://www.nitmz.ac.in/uploaded_files/nit_act_2012.pdf)

    i.   NIT Council
   ii.   Board of Governors
  iii.   Senate
  iv.   Finance Committee
   v.   Building and Works Committee

vi) 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 following are the details of HoDs of various departments

Sl No	Department	Name of HOD	Tenure
1	Computer Science & Engineering	Dr. Ranjita Das	2011-2015
		Dr. Partha Pakray	2015-2018
		Dr. Ranjita Das	**2018- till date**
2	Electronics & Communication Engineering	Dr. Achintya Baidya	2014-2015
		Dr. Chaitali Koley	2015-March 2018
		Dr. Rudra Sankar Dhar	March 2018-July, 2020
		Dr. Anumoy Ghosh	**July, 2020-till date**
3	Electrical & Electronics Engineering	Dr. Suman Majumder	2012-2015
		Dr. Pabitra Kumar Biswas	2015-2019

		Mr. Anagha Bhattacharya	2019-2021
		Dr. Pabitra Kumar Biswas	Curently HoD
4	Mechnical Engineering	Dr. Bidesh Roy	2015-2017
		Dr. Bachu Deb	2017-2019
		Dr. H. Lalhmingsanga	**2019-till date**

1.2:
i) Powers and duties of officers and employees (administrative, financial and judicial)
(Link: https://www.nitmz.ac.in/uploaded_files/statutes.pdf)

The powers and duties of following officers are given in hereunder:

The Director

The Director is the Principal Academic and Executive Officer of the Institution.

For powers of the Director, please refer Clause 17 of the Statutes of the NIT.

The Deputy Director

For powers of the Deputy Director, please refer Clause 18 of the Statutes of the NIT.

The Deans

For powers of the Dean, please refer schedule 'C' of Clause 19 of the Statutes of the NIT.

Head of the Department

For powers of the Head of the Department, please refer Clause 20 of the Statutes of the NIT

The Registrar

For powers of the Registrar, please refer Clause 21 of the Statutes of the NIT.

ii) Power and duties of other employees:
(Link: https://www.nitmz.ac.in/uploaded_files/statutes.pdf)

For Power and duties of other employees, please refer Clause 22 of the Statutes of the NIT.
Employees are classified in three major categories.

(i)   Academic staff
(ii)   Technical staff
(iii)   Administrative and others staff

The employees have to carry out their duties as per their designation and are responsible to their respective superiors.

The details of employees are provided in the Institute website.

iii) & iv) Rules/ orders under which powers and duty are derived and exercised:
(Link: https://www.nitmz.ac.in/uploaded_files/statutes.pdf)

All the employees follow the guidelines as laid down in the NIT Statutes.

v) Work Allocation:
In the Institute, the competent authority allocates the work to different departments from time to time as per the provisions of Statutes and Institute Rules. The same is communicated through Office Orders and Notifications. The list of persons deputed to various committees are available at 'Annexure 01' under the Link **https://www.nitmz.ac.in/DisplayPage.aspx?page=ei**

1.3 Procedure followed in decision making process :

i) Process of decision making Identify key decision making points:
(Link: https://www.nitmz.ac.in/uploaded_files/statutes.pdf)

Decision making process, channels of Supervision & Accountability
- The Board of Governors is the supreme decision-making authority of the Institute.
- The Senate takes care of all academic matters.
- The Building and Works Committee takes decisions relating to construction and civil maintenance, electrical maintenance.
- The Finance Committee decides the financial policies. The Senate takes care of all academic matters.

Constitution and powers of these committees can be referred from the Act and Statutes.

ii) Final decision making authority:
(Link: https://www.nitmz.ac.in/uploaded_files/statutes.pdf)
As per statutes The Board of Governors is the supreme decision-making authority of the Institute.

iii) Related provisions, acts, rules etc.

(Link:https://www.nitmz.ac.in/uploaded_files/statutes.pdf and
https://www.nitmz.ac.in/uploaded_files/nit_act_2007.pdf**)**

As per the NIT Statutes and NIT ACT

iv) Time limit for taking a decisions, if any

The agenda for BOG is prepared and sent to all members of the board by the Registrar at least 10 days before the meeting. Decisions are taken during the course of the meeting and the minutes is circulated among all members.

Similarly for Senate the agenda is sent to all members at least 3weeks before the meeting.

Apart from this the Director constitutes committees comprising senior faculty members and officers to decide the matters related to students' discipline, welfare, hostels etc and also for the addressing the problems of the staff and arriving at amicable solution (within the framework of rules).

v) Channel of supervision and accountability:
Deputy Registrar is accountable to Registrar and Director whereas Heads of the Departments supervise and monitor the work of their subordinates and are directly accountable to the Director. Every regular employee is accountable for the work assigned to him/her.

Decisions of the Board of Governors and other Statutory Committees are executed. The orders, notifications received from the Ministry of Education, Department of Higher Education are implemented appropriately. Every staff of the Institute is governed by the rules framed/adopted by the Board of Governors. For lapses in discharge of their duties, the employees are liable for disciplinary action.

The details of various committees formed by the Institute for smooth functioning of various work are as given in Annexure01.

1.4 Norms for the discharge of functions

i) Nature of functions/ services offered:
- Education & Training programmes
- Research & Consultancy
- Curriculum Development

ii) Norms/ standards for functions/ service delivery:
Academic activities are governed by the Senate where as BOG is the supreme authority for approval of all the services offered by the Institute.

iii) Process by which these services can be accessed:

The details about the academic programmes, the start time, regulations, academic calendar are available in the website and are modified time to time as per requirement with the approval of concerned authority. The procedures for application in to each programme are notified in the website through Notices/ Office orders.

iv) Time-limit for achieving the targets:

The detail duration of each course is mentioned in the Academic Calendar available at the link
https://www.nitmz.ac.in/DisplayPage.aspx?page=kaaqs

v) Process of redress of grievances:

1.5 Rules, regulations, instructions, Manuals & Records used for discharging its functions

i) Title and nature of the record/ manual /instruction:

The manual contains the by-laws specified in Memorandum of Association, Fundamental Rules & Service Rules, General Financial Rules of Government of India, Recruitment Rules & other such rules. The institute follows GFR of Govt. of India for all finance/purchase related matters and CCS rules for administrative matter as per decision/amendment by BoGs.

ii) List of Rules, regulations, instructions manuals and records:

The Institute functions as per the rules and regulations mentioned in NIT Statutes and NIT act. They are available at link https://www.nitmz.ac.in/uploaded_files/statutes.pdf and https://www.nitmz.ac.in/uploaded_files/nit_act_2012.pdf respectively.

The regulation for each academic programmes are present under the submenu Academic curricula of Menu Academics. Smilarly the decisions of governing authorities BOG and Senate can be found from the following links respectively.

BOG minutes: https://www.nitmz.ac.in/DisplayPage.aspx?page=iq

Senate Minutes: https://www.nitmz.ac.in/DisplayPage.aspx?page=gaaok

iii) Acts/ Rules manuals etc.

The Institute functions as per the rules and regulations mentioned in NIT Statutes and NIT act. They are available at link https://www.nitmz.ac.in/uploaded_files/statutes.pdf and https://www.nitmz.ac.in/uploaded_files/nit_act_2012.pdf respectively.

iv) Transfer policy and transfer orders: NA

1.6 Categories of documents held by NIT Mizoram under its control

   i) Categories of documents:

   The documents are classified in two main categories (i) Confidential and (ii) Non-confidential.

   I) Documents pertaining to Academics:

- Ordinances, rules and regulation for academic programs.
- Information about the students/researchers admitted in the Institute.
- Data regarding examination, attendance, marks, results, etc.

   II) Finance and Accounts:

- Pay-bills, payment vouchers
- Audit reports (of a permissible time period)
- Annual Reports

   III) Documents pertaining to Establishment:

a. Recruitment Rules for teaching and non-teaching staff.
b. Prevention of sexual harassment of women at their work place.
c. Personal file of each individual employee.
d. Service Book of every employee.
e. Pay-bill record.
f. Reservation roster.

g. Departmental Enquiries.
h. APAR forms.
i. Annual Property Returns.
j. Deputation

IV) Stores Section:

k. Tender notices and other related correspondence, purchase orders, finalization of procurement record, stock verification record, stock books.

V) Administration:

l. Agenda and minutes of all Statutory Committees and other committees, office orders, notifications, Office Memorandum, etc.

ii) Custodian of documents:

As mentioned in the Statutes, Registrar is the custodian of records.

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public

i) **Name of Boards, Council, Committee etc.**

As per the NIT Act the following are the different authorities of the Institute

- ○ Board of Governors (BOG)
- ○ Senate
- ○ Fianance Committee
- ○ Building and Works Committee

ii) Composition

The composition is mentioned under 'Administration' menu of the website

iii) Dates from which constituted:

iv) Term/Tenure:

v) Powers and Functions:

The detailed power and function of the bodies are mentioned under the Statutes available at link
https://www.nitmz.ac.in/uploaded_files/statutes.pdf

vi) Whether their meetings are open to the public? No

vii) Place where the minutes if open to the public are available?

BOG minutes : https://www.nitmz.ac.in/DisplayPage.aspx?page=iq
SENATE minutes: https://www.nitmz.ac.in/DisplayPage.aspx?page=gaaok

1.8 Directory of officers and employees

i) Name and designation and ii) Telephone , fax and email ID

The information can be obtained upon clicking on the names of Faculties and Staff which are mentioned under the 'People' menu in the website.

1.9 Monthly Remuneration received by officers & employees including system of compensation

i) List of employees with Gross monthly remuneration

The information can be obtained from Annexure 03 of the link
https://www.nitmz.ac.in/DisplayPage.aspx?page=ei

ii) System of compensation as provided in its regulations:

Remuneration are as per the post/designation. Child Care Leave, Earned Leave, Extra Ordinary Leave & Commuted Leave on Medical grounds etc. as per (CCS, 1972 Rules) GoI Rules and Regulations available at: https://doppw.gov.in/en/rulesregulations/central-civilservices-pension-rules-1972. In addition, the faculties of the institute are granted Vacation as per Institute norms.

1.10 Name, designation and other particulars of public information officers

i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority

The information is available at https://www.nitmz.ac.in/DisplayPage.aspx?page=ei

ii) Address, telephone numbers and email ID of each designated official:

The information is available at https://www.nitmz.ac.in/DisplayPage.aspx?page=ei

1.11 No. Of employees against whom Disciplinary action has been proposed/ taken

i) No. of employees against whom disciplinary action has been pending for Minor penalty or major penalty proceedings

Nil

ii) No. of employees against whom disciplinary action has been finalised for Minor penalty or major penalty proceedings

Nil

1.12 Programmes to advance understanding of RTI
i) Educational programmes:

ii) Efforts to encourage public authority to participate in these programmes

iii) Training of CPIO/APIO

The Institute authority participates in any training programme being carried out for advance understanding of RTI.
Dy. Registrar(CPIO) had attended a training programme on Online RTI Applications conducted by DoPT at Shastri Bhavan in the year 2015.

iv) Update & publish guidelines on RTI by the Public Authorities concerned
Updated as on 31st August 2021

1.13 Transfer policy and transfer orders

2. Budget and Programme

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc

i) Total Budget for the public authority:

ii) Budget for each agency and plan & programmes:

iii) Proposed expenditures:

iv) Revised budget for each agency, if any

v) Report on disbursements made and place where the related reports are available

2.2 Foreign and domestic tours

  i) Budget

 ii) 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

iii) Information related to procurements
  a) **Notice/tender enquires, and corrigenda if any thereon:**
  The details are available at https://www.nitmz.ac.in/DisplayPage.aspx?page=gk
  b) **Details of the bids awarded comprising the names of the suppliers of goods/ services being procured:**
  The details are available at https://www.nitmz.ac.in/uploaded_files/purchase_details.pdf

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

i) Name of the programme of activity

ii) Objective of the programme

iii) Procedure to avail benefits

iv) Duration of the programme/ scheme

v) Physical and financial targets of the programme

vi) Nature/ scale of subsidy /amount allotted

vii) Eligibility criteria for grant of subsidy

viii) Details of beneficiaries of subsidy programme (number, profile etc)

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority
i) Concessions, permits or authorizations granted by public authority:

ii) For each concessions, permit or authorization granted:
  a) **Eligibility criteria**
  Notification are given in Institute website from time to time as and when decided by the competent authority

b) Procedure for getting the concession/ grant and/ or permits of authorizations

Instruction for application to be made are provided in the Institute website as Notices and Office Orders

c) Name and address of the recipients given concessions/ permits or authorisations

Information given as Annexure 04 at link https://www.nitmz.ac.in/DisplayPage.aspx?page=ei

d) Date of award of concessions /permits of authorizations

2.6 CAG & PAC paras

Information related to this are provided under the heading 'CAG PAC Paras' at link https://www.nitmz.ac.in/DisplayPage.aspx?page=ei

3 Publicity Band Public interface

3.2 Are the details of policies / decisions, which affect public, informed to them

i) Policy decisions/ legislations taken in the previous one year

- Information about schedule of admission to various academic programmes and entrance examinations for them are duly advertised in both Website and in some cases in print media as well.
- The Institute also conducted In-Service Training of Existing High School Teachers (Aizawl District) during 2019
- Free coaching for local students for JEE by NIT Mizoram was also held in 2019

ii) Outline the Public consultation process:

- The schedules are given in the Institute's website much before the start date

iii) Outline the arrangement for consultation before formulation of policy:

The policies related to this are as formulated by the MoE, Institute authority

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public

i) Use of the most effective means of communication

Internet (website) (Link : www.nitmz.ac.in)

3.4 Form of accessibility of information manual/ handbook

Information manual/handbook available in

(i) **Electronic format :**

The regulations of different academic programmes, Meeting minutes of different governing bodies of the Institute, Notices and Office Orders, Recruitment Rules, Tenders etc

(ii) **Printed format:**

Annual Reports, RTI replies etc

3.5 Whether information manual/ handbook available free of cost or not

List of materials available

(i) **Free of cost:**

The regulations of different academic programmes, Meeting minutes of different governing bodies of the Institute, Notices and Office Orders, Recruitment Rules, Tenders etc are available free of cost in electronic format in the Institute website

ii) At a reasonable cost of the medium:

Nominal charge shall be applicable as per provision of the extant Act for information.

4. E. Governance

4.1 Language in which Information Manual/Handbook Available

i) English: All the information related to admission, examination, result, entrance examination, training programmes, workshops, conferences etc are given in the Institute's website in English

4.2 When was the information Manual/Handbook last updated?
 Last date of Annual updation : Updated as on 31.08.2021

4.3 Information available in electronic form:

i) Details of information available in electronic form :
All the information related to admission, examination, result, entrance examination, training programmes, workshops, conferences etc

ii) Name/ title of the document/record/ other information:
- Minutes of BOG,Senate (https://www.nitmz.ac.in/DisplayPage.aspx?page=iq and https://www.nitmz.ac.in/DisplayPage.aspx?page=gaaok)
- Regulations of different academic programmes (Academics Curricula submenu under Academics menu in the website)
- Academic Calendar (https://www.nitmz.ac.in/DisplayPage.aspx?page=kaaqs)
- Tenders (https://www.nitmz.ac.in/DisplayPage.aspx?page=gk)
- Notices and Office orders (https://www.nitmz.ac.in/ViewAllNewsAndEvents.aspx?sNewsNotice=AllNews)
- Recruitment advertisements (https://www.nitmz.ac.in/DisplayPage.aspx?page=ga)
- Results of examinations held (https://www.nitmz.ac.in/DisplayPage.aspx?page=cm)

4.4 Particulars of facilities available to citizen for obtaining information

i) **Name & location of the facility:**
  The details of the Institute are available at https://www.nitmz.ac.in/DisplayPage.aspx?page=cq&ItemID=gg
ii) Details of information made available:
Various details such as minutes of governing bodies, academic programmes, academic calendar, tenders, notices & office orders, recruitment advertisements are all available as mentioned in 4.3(ii)
iii) Working hours of the facility:
On all official working days as notified by GoI
iv) Contact person & contact details (Phone, fax email)

The Director
NIT Mizoram
Chaltlang, Aizawl-796012
Mizoram, India
Tel/ Fax:0389-2391236 (o)

4.5 Such other information as may be prescribed under section:
i) Grievance redressal mechanism:

a. Institute has an Anti-Ragging Committee with representative of Civil Administration, Police, Non-Government organisation, Local Media, representatives of parents as well as students.
b. To address the grievances of working women's of the Institute and female students, the Institute has an Internal Complaints Committee in compliance with G.S.R.769 (E) under section 29 of the Sexual Harassment of the Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

The grievance is reported to the committee and the committee conducts the necessary investigation and report it to the concerned authority.

ii) Details of applications received under RTI and information provided:

Table Showing the RTI requests & Appeals received and disposed by the Institute

Sl No	Particular	2015-16 New	Appeal	2016-17 New	Appeal	2017-18 New	Appeal	2019-20 New	Appeal	2020-2021 New	Apeal
1	Opening balance	44	0	91	0	56	0	25	0	11	2
2	Received during the year	66	0	10	0	11	0	23	9	23	0
3	Disposed during the year	19	0	46	0	27	0	37	7	29	2
4	Closing balance	91	0	56	0	40	0	11	2	5	0

Details of RTI replies : (Link -
https://drive.google.com/drive/u/5/folders/1UpAgMqSwEYsH3NruGcAb6fnisVfAHrR3)

iii) List of completed schemes/ projects/ Programmes:
Details available in the Website www.nitmz.ac.in
iv) List of schemes/ projects/ programme underway:
Details available in the Website www.nitmz.ac.in
v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract:
Information available at link : https://docs.google.com/spreadsheets/d/1kV-jiRkoTv0DDRgiN3vG92lFsfwLOkKo/edit?usp=sharing&ouid=10942346533864774832&rtpof=true&sd=true
vi) Annual Report:
  Available at https://www.nitmz.ac.in/DisplayPage.aspx?page=is

vii) Frequently Asked Question (FAQs):
It is given in the RTI Act page at link https://www.nitmz.ac.in/uploaded_files/FAQ.pdf

4.6 Receipt & Disposal of RTI applications & appeals
  It is given in the RTI Act page at link https://www.nitmz.ac.in/DisplayPage.aspx?page=ei
4.7 Replies to questions asked in the parliament
  It is given in the RTI Act page at link https://www.nitmz.ac.in/DisplayPage.aspx?page=ei

5. **Information as may be prescribed**

i) Name & details of
       (a) **Current CPIOs & FAAs** : Given at link
            https://www.nitmz.ac.in/DisplayPage.aspx?page=ei
       b) **Earlier CPIO & FAAs from 1.1.2015**
  The same member are continuing from the date of appointment to the designation
iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD
        (a) Date of appointment
        b) **Name & Designation of the officers :**
  It is given in the RTI Act page at link https://www.nitmz.ac.in/DisplayPage.aspx?page=ei

v) 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:**
  It is given in the RTI Act page at link https://www.nitmz.ac.in/DisplayPage.aspx?page=ei

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

i) Information about all the Academic Programmes, Date of examination, Result, Academic Calendar, Workshops/Conferences to be organised:
Please refer Institute website for details

ii) Faculty and Staff details:
 Please refer the menu "People" in the website and click on individual employee names to obtain their details.

SECTION - B

1. **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policies or implementation thereof**

    c. Institute has an Anti-Ragging Committee with representative of Civil Administration, Police, Non-Government organisation, Local Media, representatives of parents as well as students.
    d. To address the grievances of working women's of the Institute and female students, the Institute has an Internal Complaints Committee in compliance with G.S.R.769 (E) under section 29 of the Sexual Harassment of the Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.
    e. The Institute is actively involved in the Unnat Bharat Abhiyan programme of MHRD. Through this the Institute has already adopted five villages for bringing necessary development. The details of the activities carried out are given in Annexure02.

2. **A statement of the Boards, Councils, Committees and other bodies constituted {Section 4(l)b(8)}**

    Constitution of the Board of Governors of National Institute of Technology Mizoram is as per NIT Act, 2007 and NIT (Amendment) Act, 2012.

    Minutes of the meetings of the Board of Governors which are not of confidential in nature are placed on website of the Institute.

3. **Monthly remuneration received by each officer and employee, including the system of compensation as provided in its regulations
    {Section 4(l)b(10)}**

    The details of the monthly salary with allowances as admissible to the posts existing the Institute is placed designation wise at Annexure03.

4. **The budget allocation to each Department indicating the particulars of all plans, proposed expenditure, and reports on disbursements made {Section 4(l)b(11)}**

    Please refer Annual Report for Financial Status of the Institute given in the Institute Website.

5. **Details in respect of the information, available to or held by it, reduced in an electronic form {Section 4(l)b(14)}**

Most of the information is available on the Institute website at (www.nitmz.ac.in)**6. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use {Section 4(l) b (15)}**

The Library of the Institute is primarily meant for the Faculty, Officers, Students and the Employees of the Institute only, and not for the public in general. However under Rashtriya Avishkar Abhiyan(RAA) school children from different schools of Aizawl had visited the facilities at the Institute as Laboratories, Library and others. Under Unnat Bharat Abhiyan (UBA) programme, Computer Training was also done for school children of Lengpui village of Mizoram. Other information those are required by the general public are provided in the Institute Website.

7. Manner of execution of subsidy programme

As per the Govt. of India (MHRD) order no F.No. 33-4/2014-TS.III dated 24-06-2016 and 02-07-2016 SC/ST/PH students and students with annual income below 1 Lakhs are given 100% tuition fees waiver. Students with annual income below 5 Lakhs are given waiver of 2/3rd of their tuition fees.
The list of students who have availed this is given at Annexure04.

8. Particulars of recipients of Concessions, permits of authorizations granted by the public authority

The BOG of the Institute has approved payment of 50% economic class airfare to either Kolkata or Guwahati to students once during their B.Tech programme for their Industrial Training as there is no railway connectivity to Aizawl.

All B.Tech students of the Institute are eligible for this. They have to apply through proper channel. Students of Batch 2014-15 onwards have availed these facility.

Also students are given travel reimbursements from the Institute for attending pool campus placements conducted in other NITs etc. The list of such students who have availed this is attached at Annexure05.

9. The names, designations and other of the Public Information Officers; {Section 4(l) b (16)}

1. The Central Public Information Officer of the Institute is:

Mrs. Lalthianghlimi Zote, Dy. Registrar,
National Institute of Technology Mizoram,
Chaltlang, Aizawl-796012
Mizoram, India

Tel: 0389-2391774 (o)

Fax: 0389-2391774

e-mail: thiangizote@yahoo.co.in / dy.registrar@nitmz.ac.in

10. Programmes to advance understanding of RTI

The Institute authority participates in any training programme being carried out for advance understanding of RTI:

Dy. Registrar(CPIO) had attended a training programme on Online RTI Applications conducted by DoPT at Shastri Bhavan in the year 2015.

11. Such other information as may be prescribed {Section 4(l) b (17)}

Other information available on our website are:

Various Departments
Admissions (Undergraduate, PG and Ph. D.)
Library & Information Centre

Academic Calendar
Campus
Recruitment
Tenders
Hostels
Training Programmes organised /to be organised during the current session Course Curriculum/Structure
Details of Faculties and other staffs