

1: Information Of National Institute of Technology (NIT) Mizoram, under section 4(1) (b) of the RTI Act, 2005

About NIT, Mizoram

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.

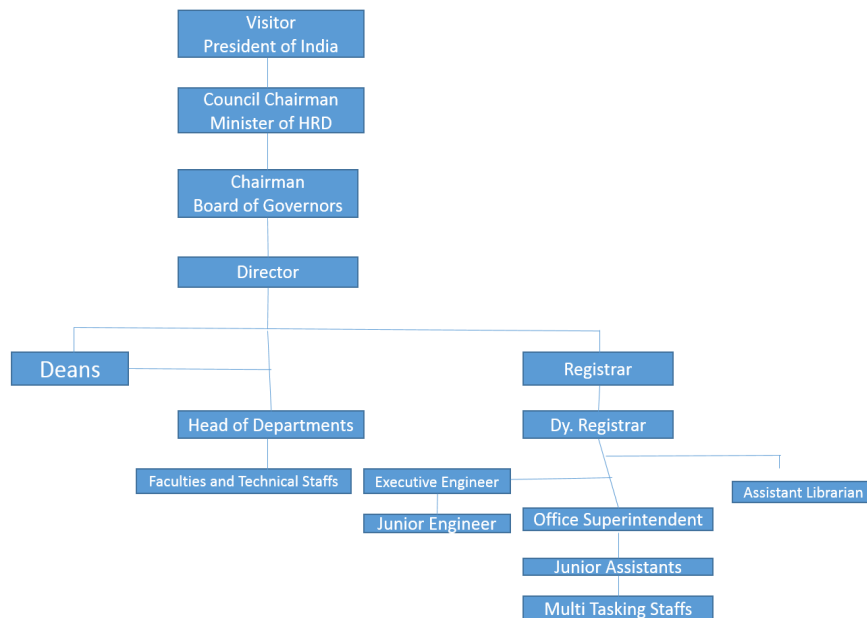
The Institute is governed by NIT Act 2012 and the statutes.

Functions, Duties and Powers

Please refer Clause 6 of NIT Act 2012.

Organization & Administration

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



(Organizational Chart)

Office Address (Temporary Campus)

The Director
 National Institute of Technology Mizoram
 Chaltlang, Aizawl-796012
 Mizoram, India
 Tel/ Fax: 0389-2391699
 E-Mail: nit_mizoram@nitmz.ac.in

2: The powers and duties of officers and employees

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 17 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.

Other Employees

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.

Decision making process, channels of Supervision & Accountability

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

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

The agenda is prepared as per the requirement and placed before the appropriate Committee(s) for decision/directives. 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).

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.

Norms set for the discharge of functions

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](#).

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

Decisions of the Board of Governors and other Statutory Committees are executed.

The orders, notifications received from the Ministry of Human Resource Development, Department of Higher Education are implemented appropriately.

4: Categories of documents held by NIT Mizoram under its control

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

I) Documents pertaining to Academics:

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

II) Finance and Accounts:

- a. Pay-bills, payment vouchers
- b. Audit reports (of a permissible time period)
- c. 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:

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

V) Administration:

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

5: 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

- 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.
- c. 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](#).

6: A statement of the Boards, Councils, Committees and other bodies constituted {Section 4(I)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.

7: The directory of its employees and its officials

The directory of Academic staff, Technical staff and Administrative staff are given in the Institute Website.

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

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

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

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

10:Details in respect of the information, available to or held by it, reduced in an electronic form {Section 4(I)b(14)}

Most of the information is available on the Institute website at (www.nitmz.ac.in)

11. 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(I) 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.

12: 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](#).

13: 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](#).

14: The names, designations and other of the Public Information Officers; {Section 4(I) 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

15: 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.

16: 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