



Updated as on 20.09.2024

**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 : registraroffice@nitmz.ac.in

The Ministry of Education (earlier 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 Education. 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 Engineering, Electronics and Communication Engineering, Mechanical Engineering, Civil Engineering and Mathematics & Computing. It also has M.Tech programmes in Computer Science Engineering, Electrical Engineering, Electronics and Communication Engineering, Mechanical Engineering, Civil Engineering. PhD programmes are there for all the departments of the Institute. NIT Mizoram has also established a 'Center of Excellence in Interdisciplinary Research' to focus on the following areas

- a) Data Science
- b) Computational Nanotechnology and Semiconductors
- c) Smart Grid Technology

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.

The date of formation of BOG : 11th October 2012

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 Engineering, Electronics & Communication Engineering, Computer Science &

Engineering, etc.

- To initiate new Post Graduate (PG) programmes in Civil Engineering, Mechanical Engineering, Electrical 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:

The functions, duties and Powers are as per the NIT Statutes.

(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)

- NIT Council
- Board of Governors
- Senate
- Finance Committee
- Building and Works Committee

The Channel of Supervision is as per Organization chart.

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- 2021
		Dr. Sandeep K Dash	2021-2024
		Dr. Lenin Laitonjam	2024-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-July 2022
		Dr. Sushanta Bordoloi	July 2022 - July 2024
		Dr. K. Vanlalawmpuia	July 2024- Till date
3	Electrical Engineering	Dr. Suman Majumder	2012-2015

		Dr. Pabitra Kumar Biswas	2015-2019
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		Dr. Anagha Bhattacharya	2019-2021
		Dr. Pabitra Kumar Biswas	2021-2022
		Dr. Krishnarti De	
		Dr. Suman Majumder	2022-Till date
4	Mechanical Engineering	Dr. Bidesh Roy	2015-2017
		Dr. Bachu Deb	2017-2019
		Dr. H. Lalhmingsanga	2019-2022
		Dr. Saurav Suman	2022-24
5	Civil Engineering		

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 and are as per NIT statutes.

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

1.3.1 : Process of decision making Identify key decision making points : The decision making body for the Institute is BOG

(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.

1.3.2: Final decision making authority : BOG is responsible for final decision making

1.3.3 : Related provisions, acts, rules etc : As per NIT Statutes

1.3.4: Time limit for taking a decisions: BOG meetings are conducted on quarterly basis and as and when required in case of urgent matters

1.3.5 : Channel of supervision and accountability: BOG, Senate, Finance Committee are the supervising and deciding authority as the case may be.

1.4 Norms for discharge of functions

1.4.1 : Nature of functions/ services offered : As per NIT Statutes

1.4.2: Norms/ standards for functions/ service delivery: As per NIT Statutes

1.4.3: Process by which these services can be accessed: As per NIT Statutes

1.4.4 : Time-limit for achieving the targets :defined in the Academic Calendar

1.4.5: Process of redress of Grievances:

The Institute has well established and approved guidelines for addressing the grievances. The Internal Complaints Committee and Grievance Redressal Committee may be reported of any grievances, which will inquire in to them for further necessary action. Also the Institute has Anti-Ragging committee for addressing the Ragging related issues.

1.5 Rules, regulations, instructions manual and records for discharging functions

1.5.1 : Title and nature of the record/ manual /instruction: Institute has defined rules for all Academic Programmes and it follows Civil Services Code for employees

1.5.2: List of Rules, regulations, instructions manuals and records : Available under ‘Academic’ menu on the website

1.5.3: Acts/ Rules manuals etc: Available under ‘Academic’ menu on the website

1.5.4: Transfer policy and transfer orders: There are no transfer policy how ever as per requirement transfers are done with in the Institute. (https://www.nitmz.ac.in/uploaded_files/Transfer_order_sample_NIT.pdf)

1.6 Categories of documents held by the authority under its control

All course programme related documents, recruitment and different functionalities related documents remains under the custody of Registrar.

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

Boards are constituted as per rules laid down in NIT statutes. Since inception of Institute the Board of Governors, Senate, Finance Committee, Building & Works Committee were constituted and are revised as per the decision of the concerned authority only.

Links for details of the committees are as under:

A) BOG : <https://www.nitmz.ac.in/DisplayPage.aspx?page=m&ItemID=0>

B) SENATE : <https://www.nitmz.ac.in/DisplayPage.aspx?page=o&ItemID=0>

C) FINANCE COMMITTEE : <https://www.nitmz.ac.in/DisplayPage.aspx?page=q&ItemID=0>

D) BUILDING & WORKS COMMITTEE:

<https://www.nitmz.ac.in/DisplayPage.aspx?page=s&ItemID=0>

The date of formation of BOG was 11th October 2012.

1.8 Directory of officers and employees

Available under ‘People’ menu of the website.

1.9 Monthly remuneration of employees:

The remuneration received by individual employees are as per their Pay Level and Grade Pay. The Grade is mentioned in their profile.

1.10 Name, designation and other particulars of public information officers

Details given in the RTI information page at <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

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

No such actions as yet.

1.12 Programmes to advance understanding of RTI

1.12.1: Educational programmes: NIT Mizoram organizes educational programmes RTI

awareness for faculty, staff and students of the Institute on regular intervals. The CPIO of the institute engaged one session on RTI for the students during orientation programme held on 16th August 2024.

1.12.2: Efforts to encourage public authority to participate in these programmes : Institute issues circulars and emails to the employees and students for participating in the RTI related webinars from time to time. The circulars & notifications as received from the CIC are also shared with/ displayed on the notice boards.

1.12.3: Training of CPIO/APIO: The CPIO/APIO attends any such training programmes conducted.

1.12.4: Update & publish guidelines on RTI by the Public Authorities concerned : Last update was on 21st September 2024

1.13 Transfer policy and transfer orders

NIT Mizoram is an Autonomous Institution. There is no transfer policy. However as per requirement transfers are done. (https://www.nitmz.ac.in/uploaded_files/Transfer_order_sample_NIT.pdf)

2. Budget and Programme

2.1 Budget allocated to each agency

2.1.1: The total budget are mentioned in the link [https://www.nitmz.ac.in/uploaded_files/1.NIT_MIZORAM_RE_FY_2022-23_and_BE_2023_-_2024_Dt._15.09.2021_\(2\).pdf](https://www.nitmz.ac.in/uploaded_files/1.NIT_MIZORAM_RE_FY_2022-23_and_BE_2023_-_2024_Dt._15.09.2021_(2).pdf)
Also Annual Reports may also be referred

2.1.2: Budget for each agency and plan & programmes: budget for each plan & programme are mentioned in the link [https://www.nitmz.ac.in/uploaded_files/1.NIT_MIZORAM_RE_FY_2022-23_and_BE_2023_-_2024_Dt._15.09.2021_\(2\).pdf](https://www.nitmz.ac.in/uploaded_files/1.NIT_MIZORAM_RE_FY_2022-23_and_BE_2023_-_2024_Dt._15.09.2021_(2).pdf)
Also Annual Reports may also be referred

2.1.3: Proposed expenditures : The link [https://www.nitmz.ac.in/uploaded_files/1.NIT_MIZORAM_RE_FY_2022-23_and_BE_2023_-_2024_Dt._15.09.2021_\(2\).pdf](https://www.nitmz.ac.in/uploaded_files/1.NIT_MIZORAM_RE_FY_2022-23_and_BE_2023_-_2024_Dt._15.09.2021_(2).pdf) contains information about proposed expenditure for the current financial year.

2.1.4: Revised budget for each agency, if any: No revision was made

2.1.5: Report on disbursements made and place where the related reports are available: The report and disbursement made are available at link: <https://www.nitmz.ac.in/DisplayPage.aspx?page=is>

2.2 Foreign and Domestic Tours

2.2.1: Budget: There are no separate budget for foreign & domestic tours. It is made out of general budget as detailed above.

2.2.3 : Information related to procurements : Information given in RTI page <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

2.3 Manner of execution of subsidy programme

The Institute has various schemes which are as per the direction of Central Govt for the fee waiver of educational programmes. The details are advertised in the Institute website before the admission process. The procedure to avail the scheme, duration of the programme are duly mentioned in the notice given before the admission process. One such scheme is Tuition fee waiver for SC/ST students for the Master Degree programme.

2.4 Discretionary and non-discretionary grants

NA, as the Institute does not allocate any grant to State Govt/ NGO / other Institution

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public

authority: Concessions in Tuition fee for various programmes are as per the direction of Ministry of Education

2.6: CAG & PAC paras

Given at the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

3. Procedure followed in decision making process :

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

* All the documents related to academic programmes are available under 'Academic' Menu of the website.

* The admission related information are given under 'Admission' menu of the website

* The minutes of meeting of BOG : <https://www.nitmz.ac.in/DisplayPage.aspx?page=iq>

* The minutes of meeting of Senate : <https://www.nitmz.ac.in/DisplayPage.aspx?page=gaaok>

3.1.2 : Arrangements for consultation with or representation by

a) **Members of the public in policy formulation/ policy implementation :** Decision making body BOG, has members who are eminent persons from other Institute, Central Government bodies, State Govt authorities , who play a crucial role to formulate policies.

b) **Day & time allotted for visitors:** 9AM to 5PM

c) **CPIO contact details :** Given at link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

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

Yes. Through the Institute website the decisions are duly informed

* The minutes of meeting of BOG : <https://www.nitmz.ac.in/DisplayPage.aspx?page=iq>

* The minutes of meeting of Senate : <https://www.nitmz.ac.in/DisplayPage.aspx?page=gaaok>

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public : Through Institute website (<https://www.nitmz.ac.in>)

3.4 Form of accessibility of information manual/ handbook

Printed format is available in the office of CPIO & FA

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

The online information are freely available however the printed format is available at a nominal cost

4. e-Governance:

4.1 a) Language in which Information Manual/Handbook Available : English

b) Vernacular/ Local Language : NA

4.2 When was the information Manual/Handbook last updated : 21st September 2024

4.3 Information available in electronic form : Refer Institute's website

4.4 Particulars of facilities available to citizen for obtaining information : Refer Institute's website

4.5 Such other information as may be prescribed under section 4(i) (b)(xvii) :

a) Grievance redressal mechanism:

* The Institute has an Anti-Ragging Committee with representative of Civil Administration, Police, Non-Government organisation, Local Media, representatives of parents as well as students.

* 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.

b) Details of applications received under RTI and information provided : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

c) List of completed schemes/ projects/ Programmes

Programmes : Under 'Academic' menu of website

Projects completed / underway: <https://www.nitmz.ac.in/DisplayPage.aspx?page=caamg&ItemID=kq>

d) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

e) Annual Report : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=is>

f) Frequently Asked Question (FAQs) : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

g) Citizen's Charter : NA

4.6 Receipt & Disposal of RTI applications & appeals : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

4.7 Replies to questions asked in the parliament : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

5. Information as may be prescribed

5.1

5.1.1 Name & details of

(a) Current CPIOs & FAAs : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

(b) Earlier CPIO & FAAs from 1.1.2015 : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

5.1.2 Details of third party audit of voluntary disclosure : The third party audit for Transparency was conducted by NITTTTR Chandigarh for the period 2020-21 & 2022-23 on 7th September 2021 & 11th October 2023 respectively

Details given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure: Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>

5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI : Given under the link <https://www.nitmz.ac.in/DisplayPage.aspx?page=ei>