

Manuals

Manual 1 : The particulars of NITTTR's organization, functions and duties

This manual contains the organizational structure, objectives and major functional areas of the Institute as spelt out in the Memorandum of Association ([MOA](#)) the Institute Registered under Societies Act. The Institute is an autonomous organization established in mid 1960s by the Ministry of Human Resource Development, Government of India, to improve the quality of Technical and Vocational Education Systems in India in general and in the Southern Region in particular.

Manual 2 : The powers and duties of NITTTR's officers and employees

This manual includes the Powers and duties of the following officers and employees of the Institute as contained in the Memorandum of Association and Recruitment and Service Rules. Chairman of the Board of Governors, Director, Sr. Administrative Officer, Accounts Officer, Professors, Assistant Professors, Lecturers, Technical Staff, Office Superintendent, Accountant, Assistants, Stenographers, U.D.C., & L.D.C.

Manual 3 : The Procedure followed in the decision making process, including channels of supervision and accountability

This manual highlights the Procedures followed for decision making including channels of supervision and accountability as per the rules of the Government of India and the Recruitment and Service Rules of the Institute.

Manual 4 : The norms set by the Institute for the discharge of its function

This manual includes the norms prescribed by Board of Governors of NITTTR under the Rules of Government of India as well as Memorandum of Association and Rules and Regulations of NITTTR, Chennai Society for the discharge of its functions.

Manual 5 :The rules, regulations, instructions, manuals and records, held by the Institute or under its control or used by the Institute employees for discharging its functions

The manual contains the by laws specified in Memorandum of Association, Fundamental Rules & Service Rules, General Financial Rules of Government of India, Recruitment and Service Rules & Quarters Allotment Rules and other such rules.

Manual 6 :A Statement of the categories of documents that are held by the Institute or under its control.

This manual lists the documents held by the Institute such as Establishment and Administration manual, manual on Disciplinary Proceedings, Service Register, Pay Ledger, GPF Register, Confidential Reports, Cash Book, Consumable & Non-consumable Stock Registers, Inward & Despatch Register, Attendance Register, Hostel/Guest House Room occupancy.

Manual 7 :The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the Institute's policy or implementation thereof

The Institute's Website (www.nitttrc.ac.in) provides a channel for interactive communication for consultation with the members of the public in relation to the formulation of its policy and its implementation. In the Board of Governors of the Institute due representation is given to representatives of industries, educational experts and nominees of AICTE, State Governments.

Manual 8 : A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

This manual lists the constitution and names of incumbents of the following committees: Board of Governors, Finance Committee, Staff Selection Committee, Building Committee, Departmental Promotion Committee, Performance Assessment Committee, Grievance Redressal Committee, Academic Council & Purchase Committee.

Manual 9 : A directory of NITTTRs Officers and Employees

The names, designations, date of births, date of retirements and residential addresses with phone numbers of all officers and employees of the Institute as contained in the Service Registers of the individuals are included in this manual.

Manual 10: The monthly remuneration received by each of NITTTRs officers and employees, including the system of compensation as provided in its regulations.

This manual includes the remuneration received by each of its officer and employees. It also describes the system of compensation such as compensatory leave, Extra Ordinary Leave & Commuted Leave on Medical grounds.

Manual 11: The budget allocated to each of NITTTRs agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The annual budget allocation and proposed expenditures will be included in this manual.

Manual 12: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable.

Manual 13: Particulars of concessions, permits or authorizations granted by the Institute.

Not applicable.

Manual 14: Details in respect of the information, available to or held by NITTTR, reduced in an electronic form.

The Institute's Website (www.nitttrc.ac.in) includes all the information regarding training programmes for the technical teachers of the Southern Region, Overseas Teachers Course details, long term programmes and other activities of the Institute.

Manual 15: 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.

The Library of the Institute is open from 8.00 a.m. to 6.00 p.m. on all working days. It is open for staff, Technical Teachers and students of Engineering Colleges and Polytechnics, Trainees, Research Scholars and Public. The Library provides all information about the Institute. It also contains books, journals and resources like C.Ds., Video tapes and Audio Tapes.

Manual 16: The names, designation and other particulars of the Public Information Officers.

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