

Audit of Proactive Disclosure by Third Party

Name of the Institute: National Institute of Technical Teachers Training and Research, Taramani, Chennai – 600 113.

The audit of Proactive Disclosure by Third party was carried out by **Shri. A. Ayyakannu**, Director, Board of Apprenticeship Training (Southern Region), Chennai – 600 113 on 27.02.2015 and the detailed report is given below:

Items as per Office Memorandum from Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, North Block New Delhi vide its letter No. No.1/6/2011-IR Dated the 15 th April 2013	Institute Compliance	Observation of the Audit official
(a) Defining the services and goods that the particular public authority /office provides directly (or indirectly through any other agency /Contractor)	<p>The Institute undertakes the following spectrum of activities to faculty, staff and students of technical institutions and working professionals from industries</p> <ul style="list-style-type: none"> i) Education and Training Programmes ii) Curriculum Development iii) Instructional Material Development iv) Research and Development v) Extension Services vi) Consultancy in Technical Education and Technology areas 	<p>All required information as per scope line provided</p>
(b) Detailing and describing the process by which the public can access and/or receive the goods and services that they are entitled to, from the public authority /office along with forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given	<p>Information pertaining to recruitment, tenders, brochure cum application form for admission to M.Tech (HRD) and Ph.D programmes, employees property returns, Agenda & Minutes of meetings of BoGs faculty & staff profile department wise, list of members of various committees, facilities at guest house/ hostels.</p>	<p>100%. Compliance done</p>
(c) Describing the conditions criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of the people who are entitled to receive the goods and services	<p>The eligibility criteria for participating in training programmes admission in M.Tech (HRD), Ph.D programmes is stated in brochure.</p>	<p>Yes, all required details are provided</p>

(d)	Defining the quantitative and tangible parameters, (weight, size, frequency etc) and timelines, that are applicable to the goods and services that are accessible to the public	M.Tech (HRD), Ph.D. Brochures are uploaded in the first week of April every year	100% Compliance
(e)	Defining the qualitative and quantitative outcomes that each public authority / office plans to achieve through the goods and services that it was obligated to provide	As per Operational Plan, M.Tech (HRD), Ph.D. Brochures etc which are uploaded on the institute website.	Provided all in brochure
(f)	Laying down individual responsibility for providing the goods and services (who is responsible for delivery/ implementation and who is responsible for supervision	Responsibilities of the committees constituted are uploaded in the institute website.	Available

I have seen the website all above mentioned are provided as per guide line.

Recommendation of the Auditor:

A. H. Kumar
27/2/15

P10 for uploading
in NITTR website

M
27/2/15

Dr VSN to upload.

M
27/2/15

निदेशक / Director
शिक्षण प्रशिक्षण बोर्ड (दक्षिण क्षेत्र)
BOARD OF APPRENTICESHIP TRAINING (SR)
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तरमणि, चेन्नै - 600 113.
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