

**MANUAL**  
(Under the Right to Information Act-2005)

**A STATEMENT OF THE BOARDS, COUNCILS,  
COMMITTEES AND OTHER BODIES OF NORTH  
EASTERN REGIONAL INSTITUTE OF SCIENCE  
& TECHNOLOGY, ITANAGAR, ARUNACHAL  
PRADESH**

*MANUAL-1*

*Particulars of North Eastern Regional Institute of Science & Technology, Itanagar, Arunachal Pradesh: Decision Making Process including Channels of Supervision and Accountability:*

- (i) Chief Executive Officer: Director. Director is Associated by;
- (ii) Registrar as the custodian and head of the administrative offices of Academic, Establishment, Finance, Store & Purchase and supervises the office functions assigned to technical and expert level officials;
- (iii) Dean(Academic) assisted by Chairman, CETC for examination and Time Table, Chairman, NEE for Entrance Examination, Assistant Registrar(Academic) discharges the Academic functions;
- (iv) Dean(Student Affairs) assisted by Chairman, Gymkhana, Chief Warden, Wardens of Hostels;
- (v) Dean (Planning & Development) assisted by I.E., E.E., Estate Officer, JE's for Campus Planning and Development;
- (vi) Some functionaries such as Security Officer, Chairman(Security), Chairman(NHU), Chairman(Library), Chairman(Telecom), Incharge(T&P), Incharge(Guest House) etc. discharge the various responsibilities for smooth functioning of the Institute.

*MANUAL-II*

**THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**Duties of Director:**

- 1) The Director is the Principal and Executive Officer of the Institute and exercises general supervision and control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.
- 2) The Director, unless otherwise provided, is the *ex-officio* Chairman of the Academic Council and the Planning and Monitoring Board.
- 3) It shall be the duty of the Director to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institute are duly observed and implemented and he/she shall have all the necessary powers in this regard.
- 4) The Director exercises general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.
- 5) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.
- 6) The Director exercises all other powers as may be delegated to him/her by the Board of Management.
- 7) The Director has the power to re-delegate some of his/her powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- 8) The Director has the power to convene or cause to be convened meetings of the various bodies of the Institute.

**Duties of Registrar:**

1. The Registrar is the custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charge.

2. The Registrar is to conduct the official correspondence of behalf of the authorities of the Institute.
3. The Registrar is to issue notice convening meetings of the authorities of the Institute and all committees and sub-committees appointed by any of these authorities.
4. The Registrar is to keep the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities.
5. Registrar is to make arrangements for the examinations conducted by the Institute.
6. Registrar is to represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.
7. Registrar is responsible to enter into agreement, sign documents and authencate records on behalf of the Institute.
8. Registrar is responsible to hold in special custody books and documents of the Institute.
9. Registrar is responsible to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
10. Registrar is responsible to perform such other duties as may be specified in the rules and Bye-laws or as may be specified by the Board of Management or the Director from time to time.

**Duties of Deputy Registrar:**

Deputy Registrars Co-ordinates and Supervise the functions assigned to them in their respective branches in addition to aid and support of Registrar/Director and other officers as and when required.

**Duties of Assistant Registrar:**

Assistant Registrars carry out functions assigned to them in their respective branches in addition to aid and support other Officers supervising their functions.

### **Duties of Group 'B' Officers:**

Group 'B' Officers like Section Officer, Sports Officer, Security Officer, PROLO looks after the duties of the specialized functions under the supervisory officers like Chairman and other Officers as and when required.

### **Duties of Ministerial employees:**

The Ministerial cadres of superintendent, Assistant, Stenographer, Store keeper, UDC, Care-taker, LDC, Peon carry out the assigned office duties and responsibility of their posting under the supervision and control of the branch Officers there.

### **Duties of Technical employees:**

The Technical cadres of Foreman, Asstt. Librarian, Cataloguer, Sr.Instructor, Lab.Assistant, Skilled worker, Lab. Helper, Jr. Engineer etc. discharges their responsibility in the day to day functioning of the technical assignment in their respective area of posting under the supervision and control of their respective HoDs/In-charge officers.

Based on the recommendation of a committee constituted for this purpose vide office order No. EST-48/2/94/Vol-viii dated 29.02.2001, the Board of Management in its 50<sup>th</sup> meeting held on 04.05.2001 approved the proposal for decentralization and delegation of power in NERIST which were confirmed by the Board in its 51<sup>st</sup> meeting held on 28.08.2001. Those delegation and decentralization of powers are given below for implementation with immediate effect.

### **Appointment of Deans and Director I/C:**

- 1) It is proposed to have four positions of Deans for smooth running of the activities of Institute, namely Dean(Administration), Dean(Academic), Dean(Planning & Development) and Dean(Student Affairs)
- 2) Every Dean of NERIST shall be appointed by the Director from among the professors in various departments for a period of 3 years preferably on the basis of seniority.
- 3) All the positions of the Deans shall be shorted among professors. No two consecutive terms shall be given to one person except in extra-ordinary circumstances.
- 4) When the office of any Dean is vacant for a short time (on tour or leave) and or any Dean is unable to perform his duties, the duties of the office of Dean shall be performed by such person as the Director may appoint for the purpose.

5) In absence of Director, senior most Professor will act as Director I/C

**Deans: Responsibilities & functions:**

1). Dean 'Administration'

***a) Purchase:***

i) He/She will assist the Director in purchase of equipment's/items for any department under recurring and non-recurring grants of the concerned department. He shall be authorized to sanction up to Rs. 15,000 based on the recommendation of concerned HOD within the allocated budget.

ii) He/She will assist the Director in purchase of liveries, office stationery, medicines and books for the library in consultation with the concerned chairman/official.

***b) Campus amenities:***

He/She will assist the Director in matters related to the management of Dispensary, Canteen, Guest House and co-operative stores etc. in consultation with concerned chairman/official.

***c) Security:***

He/She will assist the Director in matters related to security in the campus in consultation with concerned chairman/official.

***d) Faculty matters:***

He/She will assist the Director in matters related to organizing and attending short term training programmes by the faculty.

***e) Reporting officials:***

DR(Admin), purchase officer and any other concerned official shall be reporting to the Dean(Admin) for the purposes listed above.

***f) Unions Associations:***

He/She will assist the Director in matters related to unions/associations.

***g) Other duties:***

He/She will perform any other works/duties assigned by Director.

## **Dean(Academic Affairs)**

### ***a) Student Instructions:***

i) He/She will assist the Director in finalization of prospectus, syllabi, academic calendar, registration, examination and classroom arrangement for proper teaching.

ii) He/She will assist the Director in conduct of mid semester, end semester or any other component of examination.

iii) He/She will be responsible for maintenance of up-to-date academic records of students.

### ***b) Academic committee:***

i) He/She will assist the Director in organization of academic committee meetings and all matters related with it.

ii) He/She will assist and provide necessary liaison with the affiliating university(NEHU)and other academic organizations.

### ***c) Issue of certificate/medals:***

He/She will assist the Director for issue of certificates/medals/scholarships and prizes to students as per norms.

### ***d) R&D activities:***

He/She will advise the faculty in getting new research proposals/projects approved by different funding agencies, Co-ordinator SRIC shall be assigning him/her for research and development activities.

### ***e) Reporting officials:***

DR(Academic), Chairman CETC, shall be reporting to the Dean(Acad) for related official matters.

### ***f) Formulation of new courses:***

He/She will assist the Director in formulation of new courses.

g) He/She will be authorized to sanction up to Rs. 15,000.00 from the allocated budget on the recommendation of the concerned official.

h) He/She will assist the Director for any other work/duties assigned to him by the Director.

**Dean(P&D):**

***a) Development proposals:***

He/She will assist the Director in planning, expansion and diversification of Institutional activities and preparation of all developmental plans and progress reports etc.

***b) Monitoring targets:***

He/She will assist the Director in monitoring the physical targets and utilization of funds in respect of all planned and developmental schemes.

***c) Campus maintenance:***

He/She will assist the Director in proper maintenance of civil/electrical/other works through concerned officials.

***d) Building and work committee meetings:***

He/She will assist the Director in preparation and conducting the meetings of buildings and works committee.

***e) Reporting officials:***

I.E., E.E., Estate officer and any other concerned official shall be reporting to the Dean(P&D) for the purpose listed above.

***f) Other works:***

He/She will assist the Director in any other work/duties assigned to him/her by Director.

**Dean(Student affairs):**

***a) Student Discipline:***

He/She will assist the Director in all matters of students discipline in the campus.

***b) Hostels:***

He/She will assist the Director for proper management of all hostels of the Institute in consultation with Chairman, HMC and team of Wardens.

***c) Students welfare:***

He/She will be managing the correspondence with parents/guardians of students about their problems/welfare along with concerned Chairman and officials.

***d) Training and placement:***

He/She will assist the Director in matters of training and placement of students in consultation with incharge T&P Cell.

***e) Extra Curricular activities:***

He/She will assist the Director in matters related to student gymkhana, NCC, NSS and any other co-curricular activities of the students in consultation with respective chairman/official.

***f) Student bodies:***

He/She will assist the Director in the matters of organization and development of students bodies etc.

***g) Purchase:***

He/She will assist the Director in purchase of items for all the hostels along with Chairman, HMC and will be authorized to sanction up to Rs. 15,000.00 from the allocated budget on the recommendation of the concerned Chairman/Official.

***h) Meetings:***

He/She will assist the Director in arranging the meeting with students and shall provide the necessary liaison. He will chair the meetings of student disciplinary committee.

***i) Other works:***

He/She will assist the Director in any other works/duties assigned to him/her by the Director.

**HOD'S(Appointment)**

i) Every HOD shall be appointed by the Director from among the Professors or a group of teachers from the concerned department for a period of three years, preferably on the basis of seniority.

ii) The position of HOD in department shall be rotated among the professors. If in any department at a given time the number of professors is less than two then a group of four

senior most teachers may be considered for Headship of the department and Head-ship shall be rotated in this group of teachers.

iii) No two consecutive terms of HOD shall be given to one person except in extraordinary circumstances.

iv) The HOD shall be looking after all the activities of the concerned department.

v) When office of the HOD is vacant for a short term (on tour or leave) the next senior teacher available in the department shall be officiating. However in extra ordinary situation any other member of the faculty may act as HOD for short term.

### **HOD's(Responsibilities and functions)**

#### ***a) Students instructions:***

i) He/She will assist the Dean and the Director in smooth running of all the courses/programmes offered by the department.

ii) He/She will organize the teaching and research work in the department in consultation with faculty.

iii) He/She will allocate teaching and other works to the teachers of the department.

#### ***b) Faculty matters:***

He/She will assist the Dean and the Director in various activities of faculty from his department.

#### ***c) Syllabi preparation/revision:***

He/She will prepare and revise the syllabi of the programmes offered by the department in consultation with faculty.

#### ***d) Purchase:***

He/She will assist the Director in purchase of major equipment/items for various laboratories of the department. However, for purchase of items/equipment up to Rs. 10,000.00 he/she will be the sanctioning authority within the allocated budget of the department.

#### ***e) Leave:***

He/She will sanction C.L. to all teaching and non teaching staff under his administrative control. All other kinds of leaves of teachers may be sanctioned by Dean/Director on the recommendation of the HOD's concerned for the faculty.

***f) Over all Incharge:***

He/She will be over all incharge of the department. He/She will appoint on rotation of the lab I/Cs or other functionaries in the department.

g) He/She shall be part of selection committee for all position of the department. However, the grade and rank of such positions shall be at least one rank below than that of HOD concerned.

h) He/She will perform any other duties/work assigned by the Director.

**Chairman's(Appointment):**

1. Every Chairman of any unit/cell of NERIST shall be appointed by the Director from among the teachers for a period of three years. The teachers considered for appointment of chairman shall have 3 years of service. However suitability (relevant experience) and seniority shall be given due consideration in such appointments. However, in special situation, Director may consider appointing any suitable person as Chairman.

2. All positions of Chairman shall be rotated among the teachers. No two consecutive terms shall be given to one person except in extra-ordinary circumstances.

3. When office of any Chairman is vacant for a short period on tour or leave, the duties of the Chairman shall be performed by such person as the Director may appoint for the purpose.

4. It is proposed to have 7 positions of Chairman's for smooth running of the Institute. One each in the area of Health Unit, CETC, Transport, Gymkhana, Security, Telephone and SRIC. The chairman NEE appointment and functioning is not covered under these rules as already guidelines are available for the purpose passed by Academic Committee in this regard.

**Chairman's Functions:**

a) He/She will assist the Director in smooth running of the concerned cell/section.

b) He/She will assist the Director in purchase of items related to his section/cell. He/She will have power to sanction Rs.10,000.00 for the purpose within the allocated budget.

c) He/She will sanction CL to all staff working under his administrative control.

d) He/She will organize the work of his cell/section and will report to the Director.

e) He/She will take up any other duties/work assigned by the Director.

## **DELEGATION OF POWERS/RESPONSIBILITIES**

### **IN ABSTRACT**

#### **(A) LEAVE MATTERS**

##### **A.1.1 CASUAL LEAVE:**

Staff	:	Sanctioning authority
a) Dean/HOD's/Registrar/Head of Section's	:	Director
b) Faculty and staff in the deptt.	:	HOD
c) Officers and staff working in sections	:	Head of the section

##### **A.1.2 SPECIAL CASUAL LEAVE:**

Staff	:	Sanctioning authority
a) Dean/HOD's/Registrar/Head of Section's	:	Director
b) Faculty and staff in the deptt.	:	Dean(Admin.)
c) Staff working in sections	:	Registrar

##### **A.1.3 VACATION/E.L./EXTRA ORDINARY LEAVE/LTC:**

a) Dean/HOD's/Registrar/Head of Section's	:	Director
b) For all other academic staff	:	Director
c) For all other non-teaching staff	:	Registrar

##### **A.1.4 MATERNITY/HOSPITAL/COMMUTED LEAVE/PATERNITY LEAVE:**

Staff	:	Sanctioning authority
a) Dean/HOD's/Registrar/Head of Section's	:	Director
b) All other academic staff	:	Dean(Admin.)
c) All other staff	:	Registrar

##### **A1.5 SABBATICAL/FOREIGN TRAVEL LEAVE**

a) All cases as per rules approved by BOM	:	Director
b) All other cases	:	Chairman

## B. FINANCIAL POWERS

Director is the Principal executive of the institute and is bestowed with appropriate authority for all the academic, administrative and financial matters of the Institute. In addition to this, the following specific financial & administrative powers are delegated.

B.1.1 Declaring of officers as DDO	:	Director full power
B.1.2 Expenditure on scheme/projects	:	Chairman BOM full power on schemes approved by BOM Director up to Rs. 250 lakhs in each case provided schemes are approved by BOM
B.1.3 Purchase: Stationery, machinery, furniture, equipment:	:	Director full power
B.1.4 Expenditures on legal charges	:	Director full power
	:	Registrar up to Rs.5000/-
B.1.5 Installation of phones, office and residence	:	Director full powers
B.1.6 Electricity, gas water charge etc.	:	Director/Registrar full powers
B.1.7 Repair/maintenance of buildings/furniture equipments:	:	Director full powers
B.1.8 Freight and Demurrage/Wharf age charges	:	Director full powers
B.1.9 Purchase of motor vehicle and Repair, maintenance/ Up keep of vehicles	:	Director full powers
B.1.10 Postal, telegraph	:	Registrar full powers
B.1.11 Printing, binding, uniform charges, telephone etc.:	:	Director full powers
B.1.12 Expenditure on entertainment	:	Chairman BOM full power
	:	Director full power subject to 2.0 lakh per annum
B.1.13 Expenditure on books/periodical/map etc.	:	Chairma BOM full powers
	:	Director full power subject to budget provision
B.1.14 Powers to write off Surplus/obsolete stores Losses	:	Director full powers
	:	Director Up to Rs.50,000/-

B.1.15 Acceptance of open tenders	:	Chairman, BOM full powers
	:	Director full powers for acceptance of tenders up to 50 lakhs when open tenders are invited and more than one valid tenders are received or on the basis of DGS&D rate contract
B.1.16 Purchase of controlled rate items without calling for tenders	:	Director full powers
B.1.17 Acceptance of single tender by negotiation	:	Chairman, BOM full powers
	:	Director upto Rs. 20 lakhs by negotiation after inviting the tenders to be recorded in writing
B.1.18 Grant of Overtime allowance	:	Director full powers
B.1.19 Powers to accord administrative approval and Expenditure sanction of PWD/other agencies work:		Chairman BOM full powers subject to condition that each approval/sanction has to be reported to the BOM/Society in the immediate next meeting
	:	Director full powers on the recommendation of building and works committee subject to the condition that each approval/sanction has to be reported to the BOM in the immediate next meeting.
B.1.20 Sanction of loan/advance for purchase of land etc.:		Director full powers subject to the provision of budget
B.1.21 Reappropriation of funds	:	Chairman BOM full power
	:	Director up to 25% of the budget individual amount
B.1.22 FINANCIAL SANCTION OF LTC ADVANCE/LEAVE SALARY ADVANCE/TA&DA	:	Registrar
B.1.23 SANCTION OF TRAVEL IN INDIA		
a) Dean/HOD's/Registrar/Head of section	:	Director
b) All other academic staff	:	Director
c) All other staff	:	Dean(Admin.)

#### B.1.24 SANCTION OF TRAVEL & ADVANCE OUTSIDE INDIA

- a) Director : Chairman BOM
- b) All academic staff : Director
- c) All other staff : Director

#### B.1.25 PROVIDENT FUND/GRATUITY/PENSION/TERMINAL BENEFITS

- a) Sanction and withdrawals including part withdrawals : Director

#### B.1.26 SANCTION OF PURCHASE INDENTS/ORDERS

- a) All purchase within allocated budget of the department/  
section upto Rs. 10,000/- : HOD concerned
- b) Purchase above Rs. 10,000/- and upto Rs.15,000/-  
under allocated budget for different section/departments: Concerned Dean
- c) Purchase above Rs.15,000/- : Director

- B.1.27 Power to fix higher initial pay : Chairman BOM full powers  
subject to the condition that  
such fixation is recommended  
by the concerned selection  
committee/GOI NORMS for  
salary fixation.
- : Director full powers in respect  
of posts for which he is  
appointing authority and subject  
to the condition that such  
fixation is recommended by the  
concerned selection  
board/committee/GOI for salary  
fixation

- B.1.28 Powers to appoint faculty on contract : Chairman BOM full powers  
subject to the condition that  
each appointment is reported to  
the BOM.
- : Director full powers subject to  
the condition that each  
appointment is reported to  
Chairman BOM.

- B.1.29 Powers to appointment contingent staff : Chairman BOM full powers
- : Director full powers for period  
not exceeding one year. Each  
appointment to be reported to  
the Chairman, BOM

B.1.30 Powers to sanction salary & TA bill of Institute Employees	:	Chairman BOM full powers
	:	Director full powers
B.1.31 SANCTION OF MEDICAL ADVANCE	:	Director
B.1.32 MISCELLANEOUS SANCTIONS NOT COVERED:	:	Director

### **C – ADMINISTRATIVE MATTERS**

C.1.1 Sanction of increments for additional Qualifications as per rule	:	Director
C.1.2 Permission of foreign travels	:	Director
C.1.3 Issue of appointment letters to all posts (on approval by Director)	:	Registrar/DR
C.1.4 Deputation of non-teaching staff for course/training:	:	Director
C.1.5 Sanction of employment of Daily wages	:	Director
C.1.6 Appointment of all academic staff and group "A" posts:	:	Chairman BOM full powers
	:	Director full powers up to the rank of Assistant Professor or equivalent posts
C.1.7 Forwarding of application for outside job	:	
a) All academic staff/Head of section	:	Dean(Admin.)
b) All other staff	:	Registrar
C.1.8 Issue of NOC for passport	:	
a) All academic staff	:	Dean(Admin.)
b) All other staff	:	Registrar/DR
C.1.9 Issue of service certificates	:	
a) All academic staff	:	Dean(Admin.)
b) All other staff	:	Registrar/DR
C.1.10 Permission to be a Day Scholar	:	Dean(SA)
C.1.11 Permission for late Registration	:	Dean(Acad.)
C.1.12 Issue of provisional certificate (on approval)	:	DR(Acad.)
C.1.13 Any other matter not covered above	:	Director



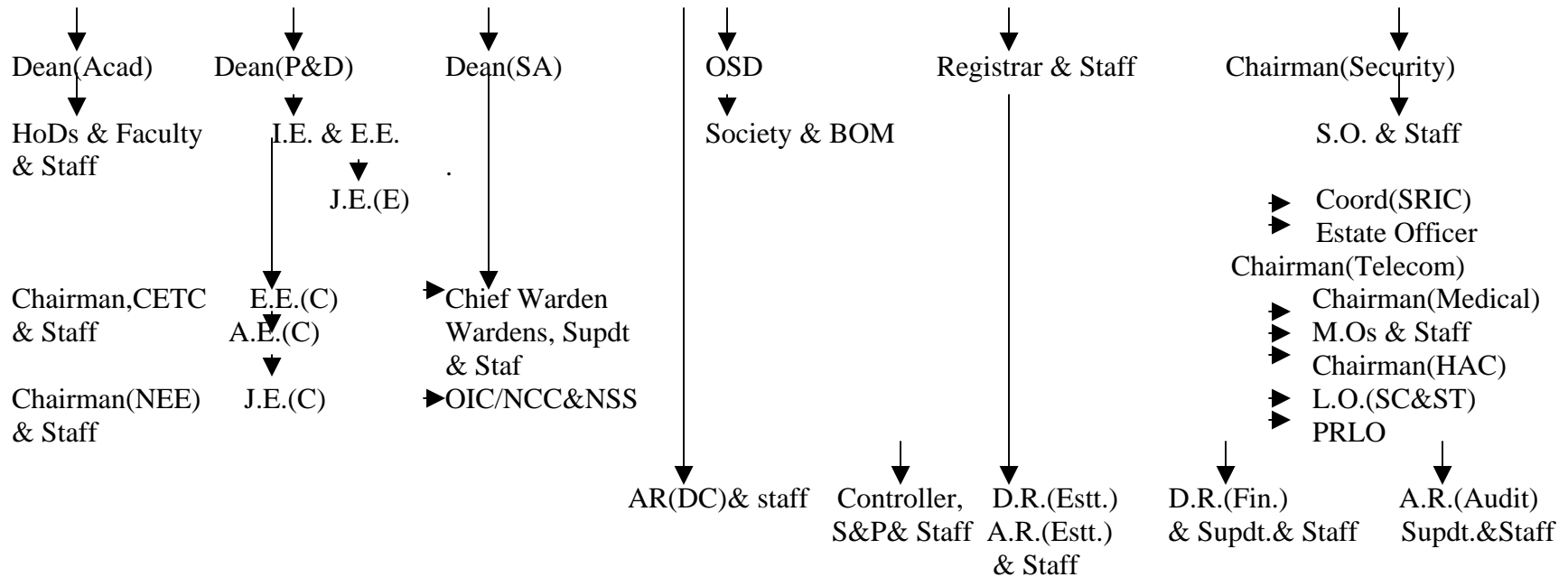
## ORGANISATIONAL STRUCTURE OF NERIST

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**SOCIETY FOR NERIST**  
 (Registered under Society Registration Act of 1860 at Itanagar)  
 Ex-Officio Chairman:- H.E. the Governor of Arunachal Pradesh  
 Education Ministers of 7 N.E. States, Govt. of India, NEC, AICTE, NEHU, Industrialist  
 & Educationalist and Director, NERIST as members. Registrar is the Non-Member Secretary

↓  
**BOARD OF MANAGEMENT FOR NERIST**

Ex—officio Chairman: Hon’ble Chief Secretary, Govt. of A.P.  
 Education Secretaries of 7 N.E. States, Govt. of India AICTE, NEHU, Alumni,  
 Director, NERIST & Faculty Rep. as members. Registrar, NERIST is the Non-Member Secretary

↓  
**DIRECTOR, NERIST**



## *MANUAL-IV*

### ***The Norms set by North Eastern Regional Institute of Science & Technology, Itanagar, Arunachal Pradesh for discharge of its functions:***

Admissions through NEE-I, II & III Examination(Annexure-I)

It follows state's norm of reservation of quota of each state of NE region.

Academic guidelines allow semester pattern with the provision for continuous evaluation and CGPA grading is followed for students evaluation.

Employees are broadly governed by Govt. of India CCS Rules as adopted by the NERIST Board of Management.

Central Government rules are broadly followed as its day to day functioning.

### **Annexure-I**

#### **Admission Procedure:**

The selection of students is done in order of merit through NERIST Entrance Examination(NEE) held in the last week of May every year. The NEE-I, for which the eligibility is class X, is for admission to Base Module, NEE-II is for lateral entry to the Diploma Module of Engineering stream and Degree of Applied Science stream and NEE-III is for the lateral entry to the Degree Module of Engineering. The notification for NEE-I, II & III is done in Regional & National news papers tentatively in the month of January, NEE is conducted in various centres located in the North East.

For admission to Diploma Module in Engineering and Technology through NEE-II, 10+2 (PCM/PCMB), 10+2 vocational certificate(in some disciplines) and NERIST Certificate holders are eligible to apply. For admission to B.Sc.(Forestry) through lateral entry, 10+2(PCMB/PCB) and 10+2 vocational (Forestry/Horticulture) and NERIST certificate holders in Forestry are eligible.

Diploma holders are eligible to enter directly in the Degree Module through NEE-III.

Besides the lateral entries at Diploma and Degree level, there is a provision of vertical entry to Diploma and Degree module in Engineering and Technology. For vertical mobility for admission in Diploma Module, a student must have 3.00 Or above CGPA out of 5.00; whereas for vertical mobility for admission in Degree Module, a student must have 3.25 CGPA out of 5.00 from NERIST.

There is also provision for admission of in-service sponsored candidates in Degree E&T one seat each year to each of the seven north eastern states for which requests are made every year

separately to respective states. These candidates are also required to meet the minimum eligibility criterion of 60% aggregate marks.

#### *MANUAL-V*

### ***Memorandum of Association and Rules of North Eastern Regional Institute of Science & Technology, Itanagar, Arunachal Pradesh:***

NERIST Society, NERIST BoM, Finance Committee, Academic Committee, Building Works Sub-Committee meetings are held from time to time vide the MoA.

The CCS Rules of Govt. of India (FR, SR, CSR, CTR, GFR, CCS(CCA) Rules etc. are generally followed.

Adopted Rules and Regulations like NERIST H.A.C. Rules & NERIST Consultancy Rules are also followed.

#### *MANUAL-VI*

### ***Categories of Documents that are held by North Eastern Regional Institute of Science & Technology, Itanagar, Arunachal Pradesh:***

Minutes of Society, Board of Management, Finance Committee, Academic Council, Building & Works Sub-Committee etc. meetings.

Records- Personal Files/ Service Books of employees

ACR's of employees

Cash Book & Finance Records, Central Stock Register

Year wise Marks statements of students

Student Record files

Building Block Register, Maintenance Log-Books, Measurement Books etc.

*MANUAL-VII*

***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 policy of North Eastern Regional Institute of Science & Technology, Itanagar, Arunachal Pradesh:***

The NERIST Society is the Apex ownership body of the Institute to oversee the broad progress and establishment of NERIST.

It has members drawn from Central Government , UGC, AICTE, State Govt., Industrialist (List attached).

The Board of Management formulates policies in consultation with Central Govt., State Govt., UGC, Faculty Representatives, Scientists/Technologists/Educationist and Alumini(list attached) through regular meetings of the Board of Management.

It constitutes the core of public consultation on affairs of NERIST.

## *MANUAL –VIII*

### **A statement of the Boards, Councils, Committees and other Bodies of North Eastern Regional Institute of Science &Technology, Itanagar, Arunachal Pradesh**

The NERIST Society represents the apex controlling body under the chairmanship of H.E. the Governor of Arunachal Pradesh (Annexure-I) and Registrar as Non-Member Secretary.

The NERIST Board of Management acts as the policy making agency with a Chairman appointed by the Govt. of India and Registrar as Non-Member Secretary of Board of Management (Annexure-II).

The Academic council is chaired by the Director (Annexure-III) and Registrar as ex-officio non-member Secretary.

The finance Committee is chaired by the chairman, Board of Management. The Finance Officer is ex-officio non-member secretary (Annexure-IV).

The Advisory Committee is to function for first ten years under the Chairmanship of a person nominated by the U.G.C.

The Planning and Monitoring Board is chaired by Director with Registrar as ex-officio non-member Secretary (Annexure-V).

## **ANNEEXURE-I**

### **COMPOSITION OF 'SOCIETY' OF THE INSTITUTE**

The Society shall comprise of the following:

President -- Honorable Governor of Arunachal Pradesh

Members - Two representative of the Central Government in the Ministry of Human Resource Development representing Technical bureau and Integrated Finance Division not below the rank of joint Secretary.

- Ministers-in-charge of Higher/ Technical Education of the states in the North Eastern region.
- One representative of the Government of India in the Department of Science and Technology, New Delhi not below the Rank of Joint Secretary.
- One representative of the All India Council of Technical Education(AICTE) , New Delhi not below the Rank of Joint Secretary.
- One representative of the University Grant Commission, (UGC) not below the Rank of Joint Secretary.
- One Industrialist to be nominated by President.
- Chairman Board of Management of the Institute.
- The Director of the Institute

The Registrar of the Institute shall act as the Non-Member Secretary of the Society

## **ANNEXURE-II**

### **COMPOSITION OF BOARD OF MANAGEMENT OF THE INSTITUTE**

The Board of the Management shall comprise of:

- Chairman - An eminent Scientist/Technologist/ Industrialist connected with technical education in the country, to be appointed by the Central Government in Ministry of Human Resources Development, New Delhi.
- Member - Director
- Deans not exceeding three by rotation and on seniority.
  - Commissioner/. Secretary (Higher/ Technical Education) from each of the North Eastern States.
  - One nominee of the Chairman University Grants Commission.
  - One nominee of the Government of India in the Ministry of Human Resource Development Department of Higher & Technical Education, representing Technical Bureau.
  - One nominee of the Government of India in the Ministry of Human Resource representing Integrated Finance Division.
  - Three teachers of the Institute (Professor, Assistant Professor, Lecturer) by rotation according to seniority.
  - One eminent Scientist/Technologist/Educationist to be nominated by the President of Society.
  - One Alumnus of the Institute who is not employed in the Institute, to be nominated by the Board of Management.

The Registrar shall be the non-Member Secretary of the Board of Management.

## ANNEXURE-III

### **COMPOSITION OF ACADEMIC COUNCIL OF THE INSTITUTE**

The Academic Council shall comprise of:

- Chairman- Director
- Members - All Deans
- All Heads of the Academic Departments of the Institute
  - All Professors
  - Three Assistant Professors by rotation in the order of seniority nominated by the Director.
  - Three Lecturers by rotation in the order of seniority nominated by the Director.
  - Three persons who are not the employees of the Institute shall be nominated by the Director for their specialized knowledge.
  - One Alumnus who is not an Institute employee to be nominated by the Director.
  - Three persons nominated by the Chairman Board of Management from amongst educationalists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute.

The term of members other than ex-officio members shall be two years. They shall not be eligible further unless everyone has completed one term.

Registrar shall be the ex-officio non-member secretary of the Academic Council.

## ANNEXURE-IV

### **COMPOSITION OF FINANCE COMMITTEE**

The Finance Committee shall comprise of:

- Chairman - Chairman Board of Management  
Members - A person nominated by the President.
- Two nominees of the Board of Management, one of whom shall be a member of the Board.
  - A representative of the UGC.
  - Two representatives of the Central Government in the Ministry of Human Resource Development Department representing Technical Bureau and Integrated Finance Division.
  - Director
  - Registrar

Finance officer shall be the ex-officio non-member secretary of the Finance Committee,

## ANNEXURE-IV

### **COMPOSITION OF PLANNING AND MONITORING BOARD**

The Planning and Monitoring Board shall comprise of

- Chairman- Director  
Members- All Deans
- Three Professors to be nominated by the Director
  - One nominee from UGC
  - One Professor from an IIT/NIT to be nominated by Director
  - One Chief Engineer from Government of Arunachal Pradesh

Registrar will be the ex-officio non-Member Secretary of the Planning and Monitoring Board.

Manual -12

The manner of executive of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes of North eastern Regional Institute of Science and Technology, Itanagar, Arunachal Pradesh:

***The NERIST Board of management has adopted Common Minimum Programme of Govt. of India. Its object being development of technical manpower among the tribally dominated NE States. Currently serves its students with a low fees structure with full funding from Govt. of India. Accommodation at low charges water and electricity free of cost to enable constituent.***

Further students mess workers are fully paid from Institutes fund and facilitates central purchase of mess from Govt. controlled Cooperative Stores. Free medical support and security constitutes the subsidized services to student.

As such the entire effort is one of heavily subsidized with fees etc. income of about Rs. 50.00 lakhs as against annual recurring expenditure of about Rs. 12 crores.

### **Manual-13**

Particulars of recipients of concessions, permits or authorizations granted by North eastern Regional Institute of Science and Technology, Itanagar, Arunachal Pradesh:

Concessions to students/employees-

The students are allowed Air/Railway concessional fares for home journey during vacation.

Employees are allowed Leave Travel Concession as per CCS rules of Govt. of India

## **Manual 14**

Particulars in respect of the information, available to or held, reduced in an electronic form by by North eastern Regional Institute of Science and Technology, Itanagar, Arunachal Pradesh:

### **Electronic Library Resources at NERIST**

1. Indian standards are available on CD ROM (Provided by MHRD)
2. PRO Quest Journals are available on CD ROM.
3. Eight Computers, Laser Jet Printers-01, Dot Matrix Printer – 02Nos. available.
4. Total book collection are available in the computer.
5. Subscribed journals are available on internet under INDEST Consortium of MHRD.
6. Library Automation: MHRD approved scheme “Modernization and removal of Obsolescence” is under progress.
7. Being a core member of INDEST Consortium, NERIST is entitled to receive the following E-resources:
  - a) ACM Digital Library
  - b) ASCE Journals Online
  - c) ASME Journals Online
  - d) IEL Online

- e) Nature
- f) Pro Quest Science
- g) Springer Verlag's Link
- h) Science Direct (Two subject collections)

### **Manual 15**

Particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room if maintained for public use by North eastern Regional Institute of Science and Technology, Itanagar, Arunachal Pradesh:

#### **NERIST Library information system cater to the readers through:**

Books – 36266

Indian Journals – 146

International Journals – 49

National Newspapers – 09

Online search of International Journals are available under INDEST consortium of MHRD.

Working Hours: 9.00 a.m. to 5.30 p.m.

Reading facility, internet facility, journals available.

**Manual 16**

**NAME, DESIGNATION & ADDRESS OF PUBLIC INFORMATION OFFICER**

**NAME:** PROF. RAJENDRA PRASAD

**DESIGNATION:** PROFESSOR, DEPTT. OF PHYSICS

**ADDRESS:** DEPARTMENT OF PHYSICS, NERIST  
NIRJULI, ARUNACHAL PRADESH

**NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY**  
(Under the Ministry of Human Resource Development, Govt. of India)

Nirjuli – 791 109  
Arunachal Pradesh  
India

**Prof. K. Kumar**  
**Director**

Ref. No. DIR/03/05  
September 22, 2005

Subject: The Right to Information Act 2005 – implementation thereon.

Dear Shri Bharat,

This has reference to the letter No. F.4-12/2005 TS. IV dated 10.08.2005 from Shri Sreenivasappa, Under Secretary. We propose the name of Prof. Rajendra Prasad, Professor, Physics Department, NERIST for appointing as Public Information Officer subject to ratification of the name by NERIST Board of Management.

With kind regards,

Yours sincerely,

Sd/-  
(K. Kumar)

Shri Vijay Bharat,  
Director (T)  
Department of Secondary & Higher Education,  
Ministry of Human Resource Development,  
“C” Wing, Shastri Bhavan,  
New Delhi – 110 001

## **Manual 17**

Such other information as may be prescribed by North Eastern Regional Institute of Science & Technology, Itanagar, Arunachal Pradesh:

The Institute is the first of its kind to be established in 1985 to cater to modular pattern of science and technical education starting from post secondary to Ph.D. The Institute received 90% of its seats for the predominantly tribally dominated NE states with lowest fees structure in the country.

The Board of management has adopted the Common Minimum Programme of the Govt. of India at accelerated development of the manpower among tribal population of NE states.

