



RTI MANUAL

NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

(LAST UPDATED ON 14.08.2025)

1	Organisation and Function
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]
1.1.1	Name and address of the Organization
	National Institute of Technology, Manipur (An Institute of National Importance under Ministry of Education, Govt. of India) Langol, Imphal West, Manipur Website: https://nitmanipur.ac.in/Default.aspx
1.1.2	Head of the organization
	Prof. (Dr.) DVLN Somayajulu
1.1.3	Vision, Mission and Key objectives
	Vision The Institute aims to provide the best infrastructure and amenities to the students. The institute envisions being one of the best technical institutes in South-East Asia. The Institute aims to attract students from the neighbouring South-East Asian countries in view of the Look-East Policy of the Government of India. The Institute strongly believes that the success of an Institute lies in the faculty and will leave no stone unturned to attract the best faculty available in the country. Mission The Institute being accorded the status of "An Institute of National Importance" aspires to be a knowledge hub for the region. The Institute through its academic and research activities would act as incubation center for aspiring "technopreneurs". The Institute provides an ideal platform for national integration through emotional integration as half the students are from outside the state. It envisions being an institute producing human resource of the world class standard who will contribute significantly in the wellbeing of mankind. Objectives of the Institute • To nurture and develop talented young minds, encouraging creativity with academic excellence. • To provide a platform to young entrepreneurs and technocrats to experiment their dreams and aspirations. • To encourage faculty and students to conduct research of international standard. • To produce students fulfilling the employability criteria of MNCs. • To set up Laboratories with latest equipment and other facilities. • To set up international standard infrastructure for extra curriculum activities.

1.1.4	Function and duties																																																																								
	The functions and duties of the Institute under Section 6 (1) of the NITSER Act, 2007 are listed below: - to provide for instruction and research in such branches of engineering and technology, management, education, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches; - to hold examinations and grant degrees, diplomas and other academic distinctions or titles; - to confer honorary degrees or other distinctions; - to fix, demand and receive fees and other charges; - to establish, maintain and manage halls and hostels for the residence of students; - to supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life; - to institute academic and other posts with the prior approval of the Central Government, and to make appointments thereto excluding the Director; - to frame Statutes and Ordinances and to alter, modify or rescind the same; - to deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute; - to receive gifts, grants, donations or benefactions from the Government and to receive bequests, donations and transfers of movable or immovable properties from testators, donors or transferors, as the case may be; - to co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects; - to institute and award fellowships, scholarships, exhibitions, prizes and medals; - to undertake consultancy in the areas or disciplines relating to the Institute; and - to do all such things as may be necessary, incidental, or conducive to the attainment of all or any of the objects of the Institute.																																																																								
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1.1.6	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: Please refer the link : https://nitmanipur.ac.in/DisplayPage.aspx?page=es&ItemID=m Table showing incumbency of the DEANs <table><tr><th colspan="4">DEAN (Faculty Welfare)</th></tr><tr><th><i>Sl.</i></th><th><i>Name</i></th><th><i>Designation</i></th><th><i>Period worked as DEAN</i></th></tr><tr><td>1</td><td>Dr. Oinam Bakimchandra</td><td>Professor, CE Dept.</td><td>2020-2022</td></tr><tr><td>2</td><td>Dr. Sangeeta Laishram</td><td>Associate Professor, HSS Dept.</td><td>2022-2024</td></tr><tr><td>3</td><td>Prof. (Dr.) L. Lolitkumar Singh</td><td>Professor, ECE Dept.</td><td>2024- till date</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><th colspan="4">DEAN (Student Welfare)</th></tr><tr><th><i>Sl.</i></th><th><i>Name</i></th><th><i>Designation</i></th><th><i>Period worked as DEAN</i></th></tr><tr><td>1</td><td>Dr. A. Dinamani Singh</td><td>Associate Professor, ECE Dept.</td><td>15/096/2020 to 31/12/2022</td></tr><tr><td>2</td><td>Dr. Ashish Ranjan</td><td>Associate Professor, ECE Dept.</td><td>2022-2024</td></tr><tr><td>3</td><td>Dr. Ng. Romeji</td><td>Associate Professor, CE Dept.</td><td>2024- till date</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><th colspan="4">DEAN (Academic Affairs)</th></tr><tr><th><i>Sl.</i></th><th><i>Name</i></th><th><i>Designation</i></th><th><i>Period worked as DEAN</i></th></tr><tr><td>1</td><td>Prof. (Dr.) P. Albino Kumar</td><td>Professor, CE Dept.</td><td>2020-2021</td></tr><tr><td>2</td><td>Prof. (Dr.) Rajesh Kumar Bhushan</td><td>Professor, ME Dept.</td><td>2021-2023</td></tr><tr><td>3</td><td>Dr. L. Herojit Singh</td><td>Associate Professor, Physics Dept.</td><td>01.07.2023 to 30.06.2025</td></tr><tr><td>4.</td><td>Dr. Khelchandra Thongam</td><td>Associate Professor, CSE Dept.</td><td>30.06.2025 till date</td></tr></table>	DEAN (Faculty Welfare)				<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period worked as DEAN</i>	1	Dr. Oinam Bakimchandra	Professor, CE Dept.	2020-2022	2	Dr. Sangeeta Laishram	Associate Professor, HSS Dept.	2022-2024	3	Prof. (Dr.) L. Lolitkumar Singh	Professor, ECE Dept.	2024- till date					DEAN (Student Welfare)				<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period worked as DEAN</i>	1	Dr. A. Dinamani Singh	Associate Professor, ECE Dept.	15/096/2020 to 31/12/2022	2	Dr. Ashish Ranjan	Associate Professor, ECE Dept.	2022-2024	3	Dr. Ng. Romeji	Associate Professor, CE Dept.	2024- till date					DEAN (Academic Affairs)				<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period worked as DEAN</i>	1	Prof. (Dr.) P. Albino Kumar	Professor, CE Dept.	2020-2021	2	Prof. (Dr.) Rajesh Kumar Bhushan	Professor, ME Dept.	2021-2023	3	Dr. L. Herojit Singh	Associate Professor, Physics Dept.	01.07.2023 to 30.06.2025	4.	Dr. Khelchandra Thongam	Associate Professor, CSE Dept.	30.06.2025 till date
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DEAN (Planning & Development)			
<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period worked as DEAN</i>
1	Prof. (Dr.) P. Albino Kumar	Professor, CE Dept.	05.04.2021 to 30.06.2023
2	Dr. Thiyam Tamphasana Devi	Associate Professor, CE Dept.	01.07.2023 to 30.06.2025
2	Prof. (Dr.) Rajesh Kumar Bhushan	Professor, ME Dept.	2024 till date
DEAN (Research & Consultancy)			
<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period worked as DEAN</i>
1	Dr. Y. Rohen Singh	Associate Professor, Maths Dept.	2020-2022
2	Dr. Chandi Charan Malakar	Associate Professor, Chemistry Dept.	2022-2024
3	Prof. (Dr.) A. Dinamani Singh	Professor, ECE Dept.	01/01/2025 till date
Table showing incumbency of the HODs			
HOD, Department of Civil Engineering			
<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period of worked as HOD</i>
1	Dr. Thiyam Tampasana Devi	Associate Professor	April 2018 to 14/07/2019
2	Dr. Sunil Mayengbam Sunil Singh	Associate Professor	15/07/2019 to 14/07/2021
3	Dr. Ngangbam Romeji	Associate Professor	15/07/2021 to 14/07/2023
4	Prof. Bakimchandra Oinam	Professor	15/07/2023 to 14/07/2025
5	Dr. Adani Azhoni	Associate Professor	15/07/2025 till date
HOD, Department of Electrical Engineering			
<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period of worked as HOD</i>
1	Dr. Mrinal Kanti Sarkar	Assistant Professor	2017-2018 (Dec)
2	Dr. Benjamin A Shimra	Associate Professor	04/01/2019 to 03/01/2021
3	Dr. Shuma Adhikari	Assistant Professor	04/01/2021 to 29/12/2022
4	Dr. Benjamin A Shimray	Associate Professor	30/12/2022- till date
HOD, Department of Computer Science Engineering			
<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period of worked as HOD</i>
1	Dr. Prakash Choudhary	Assistant Professor	2017-2019
2	Dr. Yambem Jina Chanu	Associate Professor	2019 -2021
3	Dr. Kh. Johnson	Associate Professor	02/01/2021 to 02/01/2025
4	Dr. Yambem Jina Chanu	Associate Professor	03/01/2025 till date
HOD, Electronics and Communication Engineering Department			
<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period of worked as HOD</i>
1	Dr. Loitongbam Surajkumar	Assist. Professor	04/01/2019 to 01/01/2021
2	Dr. Manoj Kumar	Assist. Professor	02/01/2021 to 30/12/2022
3	Prof. (Dr.) Aheibam Dinamani Singh	Professor	31/12/2022 to 07/01/2025
4	Dr. Ashish Ranjan	Associate Professor	07/01/2025 till date
HOD, Mechanical Engineering Department			
<i>Sl.</i>	<i>Name</i>	<i>Designation</i>	<i>Period worked as HOD</i>
1	Dr. H. Neerajan Singh	Assistant Professor	05/04/2020 to 05/04/2022
2	Dr. Dushyant Singh	Associate Professor	06/04/2022 to 15/02/2023
3	Dr. Anil Kumar Birru	Associate Professor	06/02/2023 to 27/03/2025
4	Dr. Prabhat Kumar	Assistant Professor	28/03/2025 till date
HOD, Department of Mathematics			
<i>Sl</i>	<i>Name</i>	<i>Designation</i>	<i>Period Worked As HOD</i>
1	Dr Chanam Barchand Singh	Professor	11/06/2018 to 28/09/2018
2	Dr Sanasam Surendra Singh	Associate Professor	29/09/2018 to 08/10/2020
3	Dr Chanam Barchand Singh	Professor	09/10/2020 to 29/12/2022
4	Dr Sanasam Surendra Singh	Associate Professor	30/12/2022 to 02/01/2025
5	Dr Sunil Panday	Associate Professor	03/01/2025 till date

HOD, Department of Physics			
<i>Sl</i>	<i>Name</i>	<i>Designation</i>	<i>Period Worked As HOD</i>
1	Dr. Mamata Maisnam	Associate Professor	02/01/2017 - 01/01/2019
2	Dr. Loushambam Herojit Singh	Associate Professor	02/01/2019 to 01/01/2021
3	Dr. Bibhu Prasad Swain	Associate Professor	02/01/2021 to 3/01/2023
4	Dr. Ibetombi Soibam	Associate Professor	04/01/2023 - 02/01/2025
5	Dr. Shagolsem Lenin Singh	Associate Professor	03/01/2025 – till date
HOD, Department of Chemistry			
1	Dr. Chandi Charan Malakar	Associate Professor	12/06/2020 to 12/06/2022
2	Dr. Nagarajan S	Assistant Professor	30/06/2022 to 03/07/2024
3	Dr. Th. David Singh	Associate Professor	04/07/2024 till date
HOD, Department of Humanities & Social Sciences			
<i>Sl</i>	<i>Name</i>	<i>Designation</i>	<i>Period Worked As HOD</i>
1	Dr. Sangeeta Laishram	Associate Professor, HSS	2016-2022
2	Prof. Ch. Barchand Singh	Professor, Mathematics	2022-2025
3	Prof. D V L N Somayajulu	Director	25/01/2025 to 17/07/2025
4	Dr. Moirangthem Nirmalkumar Singh	Assistant Professor, HSS	17/07/2025 till date
Power and duties of its officers and employees [Section 4(1) (b)(ii)]			
1.2.1	Powers and duties of officers (administrative, financial and judicial)		
	Director: - The Director is the Executive Head and responsible for proper administration of the Institute, imparting instructions and maintenance of discipline. - Drawing and disbursing authority is vested with the Director. He has power to incur expenditure in accordance with the procedure laid down by the Board of Governors from time to time. - The Director exercises such other powers and performs such other duties as assigned to him by MoA and Rules and Regulations of the Institute. - He has power to employ technician on short term contract basis within the overall budgetary allocation of the Institute with approval of the Finance Committee. - The Director, at his discretion, can constitute appropriate committees.		
	Registrar: - The Registrar is responsible to the Director for the proper discharge of his function. - He is the custodian of record and the common seal of the Institute, and such other Property of the Institute as the Board of Governors commit to his charge. - He deals with legal matters pertaining to administration. - He is the Chief Administrative Officer of the Institute and Reporting Officer to all the administrative officials. Assistant Registrar (Establishment): - To deal with all the matters pertaining to personnel management/ establishment of the staff appointed on regular, temporary, ad-hoc or contractual engagement. - Maintain record of every individual on the strength of the institute, whether permanent or temporary. - Maintain Service Book record and process the matters pertaining to appointment, engagement, promotion, service conditions, disciplinary matters, leave, Leave Travel Concession, Police Verification, deputation of staff on official duties, preparation of salary bills, pension bills and any other matter assigned by the authorities and to supervise, monitor and guide the subordinates working under her, in performance of their duties.		

- ***Assistant Registrar (Academic):***

- Deals with all academic matters such as admission (UG, PG and Ph. D), enrolment etc.
- Issuing of Identity Cards, maintaining personal records of students admitted.
- Assisting in preparation and maintenance of Academic calendar, conducting examination.
- Conduct of examinations, conduct of convocation, award of degrees, awards, medals.
- Issuing transfer certificate, migration certificate, bonafide certificate, Grade cards, degrees, and maintaining the record of legal cases arising out of academic matters.

- ***Assistant Registrar (Finance & Accounts):***

- Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section;
- Preparation and presentation of Annual budget, revised budget estimates, Annual plan of the Institute and submission thereof to the Finance Committee and Board of Governors of the Institute and other related correspondence with MoE/ Other govt. agencies regarding Grant-in-aid from MoE/ R&D projects funds Utilization Certificates/ and related matters, updating of expenditure on PFMS portal etc.
- Finalization of Annual Accounts (including GPF accounts) of the Institute in the format prescribed by MoE for CFTIs;
- Dealing with Income Tax of the employees / Contractors and issuance of Form-16/ 16A, Professional Tax, GST and all other taxation related matters, Liaisoning with Chartered Accountant for timely remittance of taxes, filing of various statutory returns etc.
- Disbursement of salary, pension, scholarships, honorarium, remunerations, contractual payments, payment against bills, Cash advances and settlement thereof, other personal claims etc. in terms of Central Government rules and orders/ GFRs etc.
- Reconciliation of Academic Fees, income from seminars/ workshops/Testing Consultancy projects and other receipts of the Institute and proper accounting thereof.
- Coordinating with C&AG in connection with Certification/ Transaction audits of the Institute, furnishing replies to the Half margins/ Draft SAR/ IR etc. issued by Audit and maintaining records thereof. Arrange timely submission of SAR to the Ministry for placing it on the table of both houses of the Parliament. Ensuring timely conduct of Internal Audit and resolution of the audit queries
- Liaison with banks having Institute accounts, and coordination with the office of the Comptroller and Accountant General maintaining financial record and to carry out any other duties assigned by the Registrar.
- Auditing of Re-imbursements Bills, Advance Adjustment Bills, TA Bills, LTC Bills, Purchase, Work Bills, Miscellaneous bills, Reimbursement from CPDA of faculty members for membership fees, approved purchases, Payments for Hostel Maintenance Fees, Water Supply, Telephone, Transport, Security, Housekeeping, Processing and Payment of Purchase order Supply bills, Engineering Section bills, medical reimbursement bills of faculty, staff and students of the Institute.
- Carry out annual physical stock verification of equipment, furniture, fixtures, consumables, etc as per GFR norms.
- To receive tuition and other fees and all other receipts of the college.
- To arrange payment of salary and other bills.
- To draw annual final accounts i.e. trial balance, income & expenditure accounts, balance sheet.
- Inspect, examine and audit every bill received by the Accounts Section. Examine the cases having financial implications, received from Administration / Establishment Section.
- Assist the authorities in interpretation of Service Rules especially where public money is involved.
- To Pre audit all bills before they are passed for payment.
- To deal with all important matters in which interpretation of rules is necessary and tender, agreements, bills etc. for all building work.
- Preparation of refund vouchers of all the hostellers as well as the payment of refund to the

	students. • Adjustment of dues mess, water & electricity against the hostel deposit of students residing in all hostels. • Maintaining the record of all hostels pertaining to all matters such as mess- bill copies, defaulter lists, electricity and water charges, student's deposits, recreation, crockery etc. • To carry out any other duties assigned by Institute authorities from time to time.
	<i>Executive Engineer:</i> • Holding charge of drawing office & instruments & stationery, tracings, drawing & blue prints & their upkeep. • Preparation of Estimates & Draft tender papers. • Preparation of bills of the contractors. • Supervise construction work & College campus maintenance work. • Preparation of muster rolls & progress reports. • To prepare comparative statements for the contractors. • Other technical Office work & Building maintenance etc. • Any other duties assigned by Director/Registrar. <i>Assistant Librarian:</i> • Responsible for all the renewal work of journals received annually and non- receipt of issues. • To look after the newspaper and general supervision of the reading room. • Supervision & maintenance of the reference Section • Compilation of bound volumes and its building. • Rebinding work of books. • To look after the microfilms & photo copies of the library and to make them available for the researchers. • To attain all the official Library work. • Any other duties assigned by Registrar / Director/Librarian. <i>Student Activities and Sports Officer:</i> • Coordination with the Student Sports Secretary: Keeping stock of previous and current years' sports goods. • Ordering sports goods in consultation with the Director. • Arranging the venues for sports events in consultation with the Director. • Drawing lots for various sports. • Coordination with the Director: Obtaining permission to hold sports events in the institute campus. • To recommend students for permission to participate in the intra-or inter college events. • To recommend attendance to students who have taken part in sports events. • Sort out any issues taking place during matches (team selections, objections, quarrels etc). • Maintaining discipline in all events happening in and outside the college. • Holding sports events for staff members. • Maintaining records of sports events attended by students outside the institute, within the institute. • Any other duties assigned by Section Head/ Director/Registrar.

Medical Officer:

- Outpatient Services: Diagnose and treat common illnesses and injuries of students and staff.
- Emergency Care: Provide first aid and emergency medical care; refer serious cases to specialized hospitals.
- Medical Record Keeping: Maintain detailed records of patient visits, treatments, and referrals.
- In-Patient Care (if applicable): Manage short-term in-patient cases within the campus health center.
- Health Education: Conduct awareness programs on hygiene, communicable diseases, mental health, etc.
- Vaccination Drives: Organize immunization camps (e.g., flu shots, COVID-19 vaccines).
- Disease Surveillance: Monitor for outbreaks and coordinate containment measures.
- Health Camps: Organize regular health check-ups for early detection of diseases.
- Health Center Management: Supervise the functioning of the campus health center, including pharmacy and lab services.
- Procurement and Inventory: Ensure timely procurement and proper storage of medicines and equipment.
- Reporting: Submit regular reports to institute authorities on health center functioning and health trends.
- Policy Implementation: Assist in forming and implementing campus health and safety policies.
- Check on all cases of medical claims of the employees.
- Referral Services: Liaise with nearby hospitals and specialists for patient referrals.
- Insurance Coordination: Help students and staff with insurance-related medical claims.
- Event Medical Support: Provide medical support during campus events, fests, sports meet, etc.
- Medical Board Participation: Participate in medical boards for certifying medical leave, fitness, etc.
- Counseling Support: Offer basic mental health support; refer to psychologists/psychiatrists as needed.
- Support During Epidemics: Play a critical role during epidemics or health crises (e.g., COVID-19 management).

Technical Officer (ICT)

- Maintain and upgrade IT systems including servers, networks (LAN/WAN), Wi-Fi, routers, switches, and firewalls.
- Monitor performance, uptime, and security of the institute's IT infrastructure.
- Coordinate the installation and maintenance of hardware and software systems.
- Administer servers (Linux/Windows), email systems, domain controllers, backups, and virtualization platforms.
- Manage data storage, user accounts, and access rights.
- Maintain institute websites, portals, and web applications.
- Ensure uninterrupted internet connectivity and troubleshoot network issues.
- Manage IP allocation, DNS, DHCP, and network security protocols.
- Oversee network performance and bandwidth management.
- Implement cybersecurity best practices: antivirus, firewall rules, data encryption, etc.
- Conduct regular audits of ICT systems for vulnerabilities and compliance.
- Respond to cybersecurity incidents and maintain data protection standards.
- Provide technical support to faculty, staff, and students for hardware/software issues.
- Conduct training sessions and workshops on IT tools, software, and digital security.
- Assist departments with software installations, troubleshooting, and system integration.
- Maintain records of all ICT assets (computers, servers, peripherals, etc.).
- Manage procurement, installation, and AMC of ICT equipment.
- Ensure proper disposal or recycling of outdated equipment.
- Set up and maintain smart classrooms, video conferencing systems, and digital labs.

	• Support e-learning platforms (e.g., Moodle, NPTEL, SWAYAM). • Assist researchers with high-performance computing, simulation tools, or specialized software. • Prepare documentation, reports, and proposals for ICT projects and audits. • Help formulate and enforce IT usage policies, backup protocols, and data retention rules. • Collaborate with other departments for ICT-related projects and initiatives. • Manage online exam platforms, result processing systems, and digital evaluation tools. • Provide IT support during counseling, admission processes, or online registration. • Liaise with vendors, service providers, and government bodies for ICT services. • Ensure SLAs (Service Level Agreements) are followed for maintenance and support contracts. • Manage cloud services (e.g., AWS, Google Workspace). • Support digital library and ERP systems. • Assist in setting up and maintaining CCTV and biometric attendance systems. • Any other duties assigned by the higher authority from time to time.
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1.2.2	Power and duties of other employees
	The powers and duties of other employees are notified from time to time depending upon the post they are holding and their designation.
1.2.3	Rules/ orders under which powers and duty are derived and
	NITSER Act, 2007 and its Amendments Statutes of the NITs Institute Ordinances Link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeeg&ItemID=kacoq
1.2.4	Exercised
	NITSER Act, 2007 and its Amendments Statutes of the NITs Institute Ordinances Link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeeg&ItemID=kacoq
1.2.5	Work allocation
	For the Director, Deans, Registrar, Heads of Departments and Centres and Wardens, work is allocated as prescribed in the NITSER Act, 2007 (as amended) and the Statutes of the NITs.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]
1.3.1	Process of decision making Identify key decision-making points
	The Institute has a Chairman, Board of Governors, Director and Chairpersons for each Academic Programme and Centres, who carry out the various functions of the Institute as per procedures laid down in the Rules of the Institute. The decision is communicated to public by announcements, advertisements and through website. The final authority to the decision is the Director, Chairman, Board of Governors. The Institute takes decision regarding academic matters, students' affairs, staff affairs, finance, and facilities of the Institute and infrastructure in consultation with Board of Governors, Finance Committee and the Senate. Please refer to the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ca&ItemID=k
1.3.2	Final decision-making authority
	The final authority for Institute decisions is the Director or the Chairman, Board of Governors.
1.3.3	Related provisions, acts, rules etc.

	NITSER Act, 2007 and its Amendments Statutes of the NITs Institute Ordinances Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaceg&ItemID=kacoq
1.3.4	Time limit for taking a decision, if any At the Director's level: 5 days At the BoG level: By circulation 15 days By meeting: 3 months
1.3.5	Channel of supervision and accountability Please refer to the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ccaceo&ItemID=k
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]
1.4.1	Nature of functions/ services offered: Conducting Undergraduate, Postgraduate & PhD programmes. The academic and industrial research along with R&D projects is conducted at NIT Manipur. Research Publications, Book Publications, Conducting national & international conferences/workshops/STPS/FDP/Seminars/Summer Schools, Industry Institute Collaboration, Patents, Innovation & Technology Transfer and Consultancy.
1.4.2	Norms/ standards for functions/ service delivery: The primary activities of the Institute are Teaching and Research. Keeping the interest of the student community the Institute has furnished details of the admission norms, procedures, eligibility criteria, fees etc on the Institute website in the link:- Free Structure: https://nitmanipur.ac.in/DisplayPage.aspx?page=cs&ItemID=eg Course Structure: https://nitmanipur.ac.in/DisplayPage.aspx?page=ea&ItemID=eg Ordinances: https://nitmanipur.ac.in/DisplayPage.aspx?page=gaakg&ItemID=eg
1.4.3	Process by which these services can be accessed: Relevant information is available on NIT Manipur website & institute Library.
1.4.4	Time-limit for achieving the targets At the Director's level: 5 days At the BoG level: By circulation 15 days By meeting: 3 months
1.4.5	Process of redress of grievances <i>Grievance Redressal Cell (Faculty):</i> Faculty members may approach the Dean (FW) directly with their grievances. The Dean shall take up personal and minor grievances with the Director for their redressal. Major or Institute level grievances may be taken up with the Board of Governors for appropriate decision and redressal. <i>Public Grievance Cell:</i> Dr. Shuma Adhikari Link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ie&ItemID=es

	Non-teaching Staff may approach any member of the Cell with their grievances. The Cell shall deliberate and take up personal and minor grievances with the Director for their redressal. Major or Institute level grievances may be taken up with the Board of Governors for appropriate decision and redressal. <i>Grievance Redressal for students:</i> Students may submit all types of grievances directly to the Dean (Students Welfare) or the Chief Warden/ Warden for hostel related grievances. The Dean (SW) may decide and redress the grievance in his/her capacity or call upon Institute level committees like the Anti-Ragging Committee, etc. to carry out inquiry for appropriate decision and redressal. The Chief Warden/ Warden may also redress grievances at their level or call upon the Hostel Management Committee to carry out inquiry for appropriate decision and redressal.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]
1.5.1	Title and nature of the record/ manual /instruction.
	NITSER Act, 2007 and subsequent Amendments Statutes of the NITs and subsequent Amendments Institute Ordinances and Regulations Recruitment Rules for faculty and non-teaching employees Annual Report and Audited Annual Accounts Admission procedure to various programmes Placement Brochure Minutes of meetings of the Board of Governors Minutes of meetings of the Finance Committee Minutes of meetings of the Senate
1.5.2	List of Rules, regulations, instructions manuals and records.
	Please see 1.5.1 above
1.5.3	Acts/ Rules manuals etc.
	Please see 1.5.1 above
1.5.4	Transfer policy and transfer orders
	NIT Manipur is an autonomous Institute under the Ministry of Education and there is no scope for transfer of staff from this Institute to others of similar nature. However, non-teaching employees of the Institute may be transferred from one section to another for smooth functioning of the Institute. Copies of transfer orders. Please refer to the link:
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]
1.6.1	Categories of documents
	Please see 1.5.1 above
1.6.2	Custodian of documents/categories
	The Registrar is the custodian of all Institute documents and files The respective Heads of Departments/ Centres are the custodians of Department/ Centre documents and files
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]
1.7.1	Name of Boards, Council, Committee etc.

	Board of Governors Senate Finance Committee Building and Works Committee SC/ST Cell Anti-Ragging Committee Internal Complaints Committee Institute Innovation Council																														
1.7.2	Composition																														
	Please see the link “ADMINISTRATION” on the institute’s website Homepage																														
1.7.3	Dates from which constituted: Details provided in Table A																														
1.7.4	Term/ Tenure: Details provided in Table A																														
	<table><tr><th colspan="5">TABLE A</th></tr><tr><th>Name of Boards, Council, Committee etc.</th><th>Composition</th><th>Dates Constituted</th><th>Term/tenure</th><th></th></tr><tr><td>Board of Governors</td><td>As per NITSER Act, 2007, (pg.no 4). Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ca&ItemID=k</td><td>13.07.2010</td><td></td><td></td></tr><tr><td>Senate</td><td>As per NITSER Act, 2007, (pg.no 5). Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=gaaqi&ItemID=k</td><td>25.06.2013</td><td></td><td></td></tr><tr><td>Finance Committee</td><td>As per First Statutes under NITSER Act, 2007 (pg.no 6) Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeco&ItemID=k</td><td>13.07.2010</td><td></td><td></td></tr><tr><td>Building and Works Committee</td><td>As per First Statutes under NITSER Act, 2007 (pg.no 7) Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeak&ItemID=k</td><td>12.11.2011</td><td></td><td></td></tr></table>	TABLE A					Name of Boards, Council, Committee etc.	Composition	Dates Constituted	Term/tenure		Board of Governors	As per NITSER Act, 2007, (pg.no 4). Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ca&ItemID=k	13.07.2010			Senate	As per NITSER Act, 2007, (pg.no 5). Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=gaaqi&ItemID=k	25.06.2013			Finance Committee	As per First Statutes under NITSER Act, 2007 (pg.no 6) Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeco&ItemID=k	13.07.2010			Building and Works Committee	As per First Statutes under NITSER Act, 2007 (pg.no 7) Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeak&ItemID=k	12.11.2011		
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Senate	As per NITSER Act, 2007, (pg.no 5). Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=gaaqi&ItemID=k	25.06.2013																													
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1.7.5	Powers and functions																														
	As prescribed in the NITSER Act, 2007 (as amended) and the First Statutes of the NITs, 2009 (as amended)																														
1.7.6	Whether their meetings are open to the public?																														
	Meetings are not open to the public. Only members of the Board, Senate, Committees, etc can attend the meetings																														
1.7.7	Whether the minutes of the meetings are open to the public?																														
	Yes																														
1.7.8	Place where the minutes if open to the public are available?																														
	BoG minutes: https://nitmanipur.ac.in/DisplayPage.aspx?page=iaasa&ItemID=es FC minutes: https://nitmanipur.ac.in/DisplayPage.aspx?page=kaasi&ItemID=es Senate Minutes: https://nitmanipur.ac.in/DisplayPage.aspx?page=gaaqi&ItemID=k BWC Minutes: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeak&ItemID=k																														

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]		
1.8.1	Name and designation		
	Sl.	Name	Designation
	1	Prof. (Dr.) DVLN Somayajulu	Director
	2	Prof. (Dr.) Kh. Tomba Singh	Registrar
	3	Shri. Laikangbam Dorendro Singh	Assistant Registrar (Admin/Estt.)
	4	Shri. Samarjit Singh	Executive Engineer (Civil)
	5	Shri. Thangkin Khartu	SAS Officer
	6	Dr. Naorem Vidyapati Devi	Assistant Librarian
	7	Shri. Maibam Hemjit Singh	Assistant Registrar (Accounts)
	8	Ms. Sanasam Bidyabasuni	Medical Officer
	9	Ms. Karuna Wangkhem	Technical Officer (ICT)
	10	Ms. P. Saroja Devi	Junior Engineer (Civil)
	11	Ms. Mayadarshini Laishram	Superintendent (Accounts)
	12	Shri. A. Gautam Singh	Superintendent (Establishment)
	13	Shri. Keisham Chaoba	Superintendent (Director/Registrar's Sectt.)
	14	Shri. Ningthoujam Jibanchand	Superintendent (Academics)
	15	Ms. Keisham Monarita	SAS Assistant
	16	Shri. Moirangthem Siman Singh	Technical Assistant
	17	Shri. Kshetrimayum Leon Singh	Technical Assistant
	18	Shri. Premson Singh Samom	Technical Assistant
	19	Ms. Surma Thiyam	Technical Assistant
	20	Ms. Priya Sharma	Library and Information Assistant
	21	Shri. Rishabh Sharma	Library and Information Assistant
	22	Ms. Shovangi Dey	Pharmacist
	23	Shri. Mohammad Amir Hussain	Senior Assistant (Accounts)
	24	Smt. Th. Robita Devi	Stenographer/PA to Registrar
	25	Shri. Richard Mareem Chothe	Junior Assistant/PS to Director
	26	Smt. Nghailun Tonsing	Junior Assistant (Attached at NIT Silchar)
	27	Smt. Fanny Khangembam	Junior Assistant (Establishment)
	28	Shri. Okram Robert	Technician
	29	Ms. Thoudam Chanchan Devi	Technician
	30	Shri. Raju Koijam	Technician
	31	Shri. Chabungbam Deepak Singh	Technician
	32	Shri. Ningombam Sayananda Singh	Technician
	33	Shri. Jerry Nongmeikapam	Technician
	34	Shri. Thawailamba Konthoujam	Technician
	35	Shri. Cheerfree Keitang	Technician
	36	Ms. Sanasam Renubala Devi	Technician
	37	Ms. Naoroibam Bidyamani Chanu	Technician
	38	Ms. Soraisam Priyamani Devi	Technician
	39	Shri. Sibam Soren	Technician
	40	Shri. TS Thotdarin Damian	Technician
	41	Shri. Takhellambam Satyajit Singh	Technician

	42	Shri. Tuithung Ngachanmi	Technician
	43	Shri. Shriram Mishra	Technician
	44	Shri. Laishram Birjit Singh	Technician
	45	Ms. Moirangthem Kabita Devi	Office Attendant/Lab Attendant
	46	Ms. Soniya Thongam	Office Attendant/Lab Attendant
	47	Shri. Sorokhaibam Premkanta	Office Attendant/Lab Attendant
	48	Shri. Loitongbam Ghanashyam Singh	Office Attendant/Lab Attendant
	49	Ms. Terishma Karbia	Office Attendant/Lab Attendant
	50	Ms. T. Khantinwon	Office Attendant/Lab Attendant
	51	Ms. Takhellambam Chanu Malemnganbi	Office Attendant/Lab Attendant
	52	Shri. Aheibam Denish Singh	Office Attendant/Lab Attendant
	Contractual Non-Faculty officials		
	1	Shri. L. Somokanta	Superintendent
	2	Smt. Luwangthem Jenifer	Jr. Assistant
	3	Smt. Kh. Narmada Devi	Jr. Assistant
	4	Shri. Ng. Binoi Singh	Jr. Assistant
	5	Ms. H. Monorama Devi	Accountant
	6	Smt. G. Ranita Devi	Store Keeper
	7	Smt. Jonita Khwairakpam	Personal Secretary
	8	Shri. L. Shyamchand Singh	Driver
	9	Shri. Thangjam Deben Singh	Driver
	10	Shri. H. Raju Singh	Attendant Office
	11	Shri. Nirmal Basnet	Attendant Office
	12	Shri Akoijam Noren Singh	Attendant Office
	13	Smt. Y.K. Katini	Library Attendant
	14	Shri Ng. Jitendra Singh	Co for Maintenance
	15	Shri. Surjit Singh	Jr. Asst.
	16	Smt W. Ranita Devi	Hostel Supervisor
	17	Shri S. Tikendrajit Singh	Hostel Supervisor
	18	Shri Y. Chandra Singh	Attendant Boys Hostel
	19	Smt. M. Romita Devi	Attendant Girls Hostel
	20	Shri. N. Chaoba Singh	Hostel Attendant
	21	Smt. Ksh.Merina Devi	Tech. Asst. CSE,
	22	Smt P. Shantibala Devi	Tech. Asst. EEE
	23	Dr. Sujata Tongbram	Tech. Asst. Physics
	24	Shri. Jimpaul Samukcham	Tech. Asst. Physics
	25	Shri. S. Nonglenkhomba Meitei	Tech. Asst. ECE
	26	Smt N. Debala Devi	Tech. Asst. ECE
	27	Shri. I. Bigyananda Singh	Tech. Asst. Civil
	28	Shri. A. Bijen Singh	Lab. Attd. Civil
	29	Smt R.K Rajeshwori Devi	Library & Information Asst.
1.8.2	Telephone, FAX and email ID: https://nitmanipur.ac.in/DisplayPage.aspx?page=ci&ItemID=eo		

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]
1.9.1	List of employees with Gross monthly remuneration: Please refer to the link: https://nitmanipur.ac.in/uploaded_files/Salary_details1.pdf
1.9.2	System of compensation as provided in its regulations: The employees of NIT Manipur are entitled to a monthly salary as per the 7 th CPC Pay Matrix in accordance with the post they are appointed to. In addition, they are entitled to other monthly allowances as approved by the Govt. of India for the state of Manipur from time to time. The employees are also entitled to other allowances and benefits approved by the Govt. of India for Central Government employees like Children Education Allowance, reimbursement of admissible medical expenses, LTC, EL encashment during LTC, Child Care Leave, etc. At the time of retirement/ superannuation, the Employees are entitled to terminal benefits like Leave encashment, gratuity, CTG and other benefits approved by the Govt. of India from time to time.

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority <i>Appellate Authority:</i> Prof. (Dr.) Kh. Tomba Singh, Registrar <i>Public Information Officer:</i> Dr. Khwairakpam Sachidananda
1.10.2	Address, telephone numbers and email ID of each designated official. <i>Appellate Authority:</i> Prof. (Dr.) Kh. Tomba Singh, Registrar, NIT Manipur Langol, Imphal West – 795004, Manipur, India Email: registrar@nitmanipur.ac.in <i>Public Information Officer:</i> Dr. Khwairakpam Sachidananda Asst. Professor, Civil Engineering Dept. NIT Manipur Langol, Imphal West – 795004, Manipur, India Email: sachidanandananda@nitmanipur.ac.in
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings NIL as on date
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings NIL as on date
1.12	Programmes to advance understanding of RTI (Section 26)
1.12.1	Educational programmes: The Institute offers four years of full-time Bachelor of Technology (B. Tech.) degree courses in Computer Science and Engineering, Electrical Engineering, Electronics and Communication Engineering, Civil Engineering and Mechanical Engineering. In addition, the Institute offers Master of Technology (M.Tech.) and Doctoral programmes in all Engineering branches. Masters and Doctoral degrees are also offered in Physics, Chemistry and Mathematics. The academic session is divided into two semesters, July-Dec and Jan-May. A five-day week period with at least 90 working days in each semester is being followed.

1.12.2	Efforts to encourage public authority to participate in these programmes: All stakeholders are encouraged and motivated to attend the program.
1.12.3	Training of CPIO/APIO: Shri. Khwairakpam Sachindananda, Asst. Prof. Civil Engineering Dept. and CPIO, attended online training from 04.03.2024 to 06.03.2024 on RTI PIO -36 Training conducted by ISTM, DoPT.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned: Please refer links: RTI Guidelines for Public Authorities: https://nitmanipur.ac.in/Guidelines_for_Public_Authorities.pdf RTI Guidelines for CPIOs: https://nitmanipur.ac.in/Guidelines_for_CPIOs.pdf RTI Guidelines for Information seekers: https://nitmanipur.ac.in/Guidelines_for_information_seekers.pdf
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013] NIT Manipur is an autonomous Institute under the Ministry of Education and there is no scope for transfer of staff from this Institute to others of similar nature. However, non-teaching employees of the Institute may be transferred from one section to another for smooth functioning of the Institute. For latest Transfer and Posting Orders, please refer to the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeeci&ItemID=kc
2	Budget and Programme
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]
2.1.1	Total Budget for the public authority: 3610 Lakh for the FY 2024-25. (There are no separate Budget Heads)
2.1.2	Budget for each agency and plan & programmes: For FY 2024-25 details are as follows: OH-31 (Recurring) = 1901 Lakh OH-36 (Salaries) = 1709 Lakh OH-35 (Capital) = N I L
2.1.3	Proposed expenditures: Recurring expenditures: 2298.96 Lakh Salaries : 2547.96 Lakh
2.1.4	Revised budget for each agency, if any: NA
2.1.5	Report on disbursements made and place where the related reports are available: Please refer to the link : https://nitmanipur.ac.in/DisplayPage.aspx?page=gaamg&ItemID=es
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)
2.2.1	Budget As per CPDA norms, each faculty member is entitled three lakhs within a span of three years for attending Paper presentation and visit to renowned universities research facility. Other domestic and foreign visits are funded by various projects. Please refer the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckacmo&ItemID=es

2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit: Please refer to the link: https://nitmanipur.ac.in/DisplayPage.aspx?page=ckaeek&ItemID=kc
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed. Please refer to the link : https://nitmanipur.ac.in/ViewAll.aspx?view=Tender
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]
2.3.1	Name of the programme of activity
	Not applicable
2.3.2	Objective of the programme
	Not applicable
2.3.3	Procedure to avail benefits
	Not applicable
2.3.4	Duration of the programme/ scheme
	Not applicable
2.3.5	Physical and financial targets of the programme
	Not applicable
2.3.6	Nature/ scale of subsidy /amount allotted
	Not applicable
2.3.7	Eligibility criteria for grant of subsidy
	Not applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)
	Not applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions
	Not applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities
	Not applicable

2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]
2.5.1	Concessions, permits or authorizations granted by public authority
	Not applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations
	Not applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the Table of both Houses of the Parliament. Audit Report for 2023-24 has not been placed before the Parliament due to delays. Annual Report for 2023-24 has been approved. CAG inspection paras pending (For FY 2023-24) 1. We have audited the attached Balance Sheet of National Institute of Technology (NIT), Manipur as of 31 March 2024 and the Income & Expenditure Account for the year ended on that date under Section 19 (2) of the Comptroller & Auditor General's Rules, Powers and Conditions of Service (DPC) Act, 1971 read with Section 22 (3) of the NIT Act, 2007. These Financial Statements are the responsibility of the Institute's management. Our responsibility is to express an opinion on these Financial Statements based on our audit. 2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards, disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations, etc. are included in the Audit Report on the comprehensive aspects, etc., if any, are reported through CAG's Audit Reports separately. 3. We have conducted our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. The audit includes examining, on a test basis, evidences supporting the amounts and disclosure in the Financial Statements. The audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion. 4. Based on our audit, we report that: i. We have obtained all the information and explanations, which to the best of our knowledge and beliefs, were necessary for the purpose of our audit. ii. The Balance Sheet and Income & Expenditure Account dealt with by this report have been drawn up in the format prescribed by the Ministry of Education; iii. In our opinion, proper books of accounts and other relevant records have been maintained by the NIT, Manipur, as required under the Rules in so far as it appears from our examination of such books. iv. We further report that: A. BALANCE SHEET A.1 Application of fund Loans, Advances and Deposits: ₹ 1,08,45,233 [Schedule-8] During 2015-16, NIT Manipur deposited a sum of ₹ 5,93,341 being the security deposit for new electricity connection for NIT, Manipur Langol. However, instead of booking under Current assets, the above was booked under Expenditure during the year 2015-16. This has resulted in understatement of the above head by ₹ 5,93,341 while Corpus fund is understated by the same amount. A.2 Fixed Assets [Schedule-4] (a) Tangible Assets: ₹ 45,11,72,212 The Institute incorrectly capitalized ₹ 7,23,629 being the cost of repairs and maintenance of wall under the head 'Buildings' instead of treating the same as recurring expenditure in Income & Expenditure Account. This has resulted in overstatement of fixed assets and understatement of deficit by ₹ 7,09,156 (₹ 7,23,629 - depreciation) @ 2% ₹ 14,472) each. B. INCOME AND EXPENDITURE ACCOUNT

	B.1 Expenditure Administrative and General Expenses [Schedule-17] (a) Others Guest House Expense: ₹ 7,00,000 The above includes ₹ 3,50,000 being the Institute's annual contribution for running NIT Transit Hostel at NIT Delhi pertaining to the previous year 2022-23. This has resulted in overstatement of the above head by ₹ 3,50,000 with the corresponding understatement of prior period expenses to the same extent. C. GENERAL C.1 General Comment As per accounting policy [(c), NIT has created the liability for expenses on retirement benefit of the staff - gratuity, leave salary estimated on the basis of number of years of service and number of days of un-availed leave at the year end is provided and accounted on accrual basis. It was noticed the provision for gratuity and leave encashment were made upto the year 2017-18 only. Hence, NIT was not making the provision on retirement benefit on the basis of actuarial valuation as prescribed in AS 15 and is also in contravention of norms prescribed by MoE. Non provision of retirement benefit as per actuarial valuation will have huge impact on deficit of the Institute. PAGE 3 D. Grants-In-Aid Out of the total available fund of ₹ 9311.85 lakh which is inclusive of opening balance of ₹ 60.20 lakh and Grants-In-Aid received during the year amounting to ₹ 271.65 lakh, the National Institute of Technology, Manipur utilized a sum of ₹ 374.21 lakh leaving a balance of ₹ 577.64 lakh at the end of the year. v. Subject to our observations in the preceding paragraphs, we report that the Balance Sheet of Income & Expenditure Account dealt with by this report are in agreement with the books of accounts. vi. In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Access and and subject to the significant and the accounting of the matters mentioned in Annexour to this Audit Report give a true and fair view in conformity with accounting principles generally accepted in India. (a) In so far as it relates to the Balance Sheet of the state of affairs of the National Institute of Technology, Manipur at 31 March 2024 and (b) In so far as it relates to Income & Expenditure Account of the deficit for the year ended on that date. For and on behalf of the Comptroller & Auditor General of India PAGE 4 ANNEXURE TO AUDIT REPORT 1. Adequacy of Internal Audit Internal Audit: as an independent entity, examines and evaluates the level of compliance of the organization with financial rules and regulations thereby ensuring effectiveness in implementation of various programmes, projects or any activities and providing assurance to the management on the adequacy or otherwise, of the existing internal controls.
3	Publicity and Public interface
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 [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt.15.04.2013]
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens
	Please see 1.6.1 above

3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants
	The Institute website provides a channel for interactive communication for consultation with the members of the public in relation with the formulation of its policy and implementation. In the BoG, SENATE etc. some due representation is given to representative of industries, educational experts and nominees of AICTE, State Government. Periodic feedbacks are taken from various stakeholders for improving the system. Day & time allotted for visitors: 9:00 AM to 5:00 PM (Monday to Friday) Ms. T. Khanthingwon, Receptionist, email : khanthingwon@nitmanipur.ac.in
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any
	Not applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)
	Not applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.
	Not applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals
	Not applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP
	Not applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government
	Not applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes
	Not applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)
	Not applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project
	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year
	The Annual Report & Audited Annual Accounts have been uploaded on the Institute website for public information. Minutes of meetings of the Board of Governors, Finance Committee and Senate are also uploaded for public information. https://nitmanipur.ac.in/DisplayPage.aspx?page=gaamg&ItemID=es https://nitmanipur.ac.in/DisplayPage.aspx?page=iaasa&ItemID=es https://nitmanipur.ac.in/DisplayPage.aspx?page=kaasi&ItemID=es

	https://nitmanipur.ac.in/DisplayPage.aspx?page=gaaqi&ItemID=k
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process
	The Annual Report & Audited Annual Accounts have been uploaded on the Institute website for public information. Minutes of meetings of the Board of Governors, Finance Committee and Senate are also uploaded for public information. https://nitmanipur.ac.in/DisplayPage.aspx?page=gaamg&ItemID=es https://nitmanipur.ac.in/DisplayPage.aspx?page=iaasa&ItemID=es https://nitmanipur.ac.in/DisplayPage.aspx?page=kaasi&ItemID=es https://nitmanipur.ac.in/DisplayPage.aspx?page=gaaqi&ItemID=k
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy
	The Annual Report & Audited Annual Accounts have been uploaded on the Institute website for public information. Minutes of meetings of the Board of Governors, Finance Committee and Senate are also uploaded for public information. https://nitmanipur.ac.in/DisplayPage.aspx?page=gaamg&ItemID=es https://nitmanipur.ac.in/DisplayPage.aspx?page=iaasa&ItemID=es https://nitmanipur.ac.in/DisplayPage.aspx?page=kaasi&ItemID=es https://nitmanipur.ac.in/DisplayPage.aspx?page=gaaqi&ItemID=kt- 1
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]
3.3.1	Use of the most effective means of communication - Internet (website)
	Website: https://nitmanipur.ac.in/Default.aspx
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]
3.4.1	Yes
3.4.2	Information manual/handbook available in Printed format
	Yes, on payment of requisite fee as per RTI Rules, 2005
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]
3.5.1	List of materials available Free of cost
	All documents uploaded and available on the Institute website
3.5.2	List of materials available at a reasonable cost of the medium
	Certified copies can be provided on payment of requisite fee as per RTI Rules, 2005
4	E-Governance
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]
4.1.1	English
	Yes

4.1.2	Vernacular/ Local Language
	Yes
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]
4.2.1	N/a
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]
4.3.1	Details of information available in electronic form
	Please see 1.5.1 above
4.3.2	Name/ title of the document/record/ other information
	Please see 1.5.1 above
4.3.3	Location where available
	National Institute of Technology Manipur, Langol, Imphal-795004, Manipur (INDIA)
	Google map link: https://maps.app.goo.gl/sQsXjLxWteb5jw3d9
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]
4.4.1	Name & location of the facility
	NIT Manipur Langol, Imphal West– 795004, Manipur, India
4.4.2	Details of information made available
	Please see 1.5.1 above
4.4.3	Working hours of the facility
	Monday to Friday <u>09:00 AM to 05:00 PM</u>

4.4.4	Contact person & contact details (Phone, fax email)																						
	Registrar registrar@nitmanipur.ac.in <i>For academic related queries:</i> Dr. Khelchandra Thongam Dean (Academic Affairs) E-mail : khel@nitmanipur.ac.in Ningthoujam Jibanchand Superintendent (Academic Affairs) E-mail : superintendentacad@nitmanipur.ac.in																						
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)																						
4.5.1	Grievance redressal mechanism																						
	Please see 1.4.5 above																						
4.5.2	Details of applications received under RTI and information provided: Year 2022-23: Total Received : 15, Total Disposed: 15 [only RTI online cases] Year 2023-24: Total Received : 47, Total Disposed: 47 [only RTI online cases] Year 2024-25: Total Received : 92, Total Disposed: 92 [only RTI online cases]																						
4.5.3	List of completed schemes/projects/Programmes:																						
	<table> <tr> <th>Sl.</th><th>Title of Project</th><th>Name of PI</th></tr> <tr> <td>1</td><td>A Novel TDNN-LiGRU approach for CS ASR Meiteilon/Manipuri- English</td><td>Dr. Yambem Jina Chanu, Associate Prof., CSE Department</td></tr> <tr> <td>2</td><td>The Impact of Swachh Bharat Mission on Plastic Waste Management in Five Northeastern States of India</td><td>Dr. Adani Azhoni, Associate Professor, CE Department</td></tr> <tr> <td>3</td><td>Tele Digital Health Pilot Project</td><td>Dr. Benjamin A Shimray</td></tr> <tr> <td>4</td><td>Carbon decorate mixed oxides for photo and electro catalytic degradation of organic dyes and pesticides</td><td>Dr. Loushambam Herojit Singh, Associate. Prof. Physics</td></tr> </table>	Sl.	Title of Project	Name of PI	1	A Novel TDNN-LiGRU approach for CS ASR Meiteilon/Manipuri- English	Dr. Yambem Jina Chanu, Associate Prof., CSE Department	2	The Impact of Swachh Bharat Mission on Plastic Waste Management in Five Northeastern States of India	Dr. Adani Azhoni, Associate Professor, CE Department	3	Tele Digital Health Pilot Project	Dr. Benjamin A Shimray	4	Carbon decorate mixed oxides for photo and electro catalytic degradation of organic dyes and pesticides	Dr. Loushambam Herojit Singh, Associate. Prof. Physics							
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7	Behavioural Changes of Oral Mucosa in Oral Squamous Cell Carcinoma (OSCS) Progression: An Electrical Characterisation	Dr. Ashish Ranjan, Associate Prof., ECE Dept. NIT Manipur
8	Development of an Ecosystem-based Sustainable Plastic Waste Management System Model: Assessing Socio-Economic and Technological Feasibility of Manipur	Dr. Adani Azhoni, Associate Professor, CE Department
9	A geospatial based approach for the identification and assessment of watershed health condition in Loktak Lake Manipur India	Prof Bakimchandra Oinam, Professor, NIT Manipur
10	Development of mHealth Solution in Remote Tribal Areas of Manipur Through a Customized Mobile Solution	Dr. Benjamin A Shimray, Associate professor, EE Department
11	Manipuri Sign Language Recognizer Based on AI	Dr. Oinam Bidyapati Chanu, Assistant Prof. CSE Dept.
12	Investigation of Novel Therapeutic Compounds for Inhibitors of the Protein Kinase Family to Treat Cancer: Synthesis and Evaluation of Biological Activity	Dr. Chandi Charan Malakar, Associate Prof., Chemistry Dept. NIT Manipur
13	Study of multiferroic nanocomposites with Dy substituted Bismuth Ferrite as one of its constituent phase	Dr. Ibetombi Soibam
14	Developing printed Meitei Mayek recognition system and converting to speech to bridge a generation gap of the language	Dr. Khundrakpam Johnson Singh, Assistant Professor, Department of CSE, NIT Manipur
15	Computational studies on investigation of the potential role of metal-based compounds as the inhibitors of SARS-CoV-2 as well as other aggressive mutant strains of SARS-CoV-2	Dr. Mithun Roy, Asst. Prof Chemistry Dept NIT Manipur
16	Novel cobalt (III)-based bio-reductive prodrug modeling for hypoxia selective chemotherapeutic steering of hypoxia-inducible factors (HIF) as an alternative source of treatment stratagem for breast cancer"	Dr. Mithun Roy, Asst. Prof Chemistry Dept NIT Manipur
17	Post Doctorate Fellowship	Partakson Romun Chiru
18	DST Faculty Inspire	Dr. Ranjoy Wangkhem
19	Hydro-Geological Investigations and Assessments for Springshed Management in 13 Districts of Manipur under WDC-PMKSY 2.0	Dr. Ngangbam Romeji, Associate Professor, CE Department
20	Flood Early Warning Systems (FLEWS) - Manipur	Dr. Ngangbam Romeji, Associate Professor, CE Department
21	Study of Temporal Dynamics of Loktak Lake with space based inputs	Dr. Ngangbam Romeji, Associate Professor, CE Department
22	Study of Sedimentation Budgeting and Modelling for Rivers (Thoubal River) in Manipur	Dr. Ngangbam Romeji, Associate Professor, CE Department
23	Structural Stability Assessment of Dharmasala Building (under const.) at RIMS, Imphal	Dr. Ngangbam Romeji, Associate Professor, CE Department
24	Characterization of Manipur Bamboos as a sustainable material for construction	Dr. Khwairakpam Sachidananda Singh, Asst. Prof. Civil Department
25	DST Inspire Fellowship	Haobam Samananda
26	DST Inspire Fellowship	Sharmila Wahengbam
27	Stability of Building Occupied by Purchase and Account Section, RIMS Imphal	Dr. Mayengbam Sunil Singh, Associate Professor, CE Department
28	Structural Assessment of LIC Branch Office and Officer's quarter building at Imphal	Dr. Mayengbam Sunil Singh, Associate Professor, CE Department
29	Smart Energy Meter with IOT capabilities and localized power conditioning	Dr. L. Surajkumar Singh, Assistant Professor, ECE Department
30	Speech Technologies for North Eastern Language	Dr. Yambem Jina Chanu, Associate Prof., CSE Department

4.5.5

Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract Reply:

Sl.	Item/work	Contractor	Amount of Contract (Rs.)	Period of Contract
1	Supply of vehicle on hiring (Innova MN01 AX 3967)	M/s Lanleima Enterprises	Rs. 44,625/- pm	21/02/2025 to 20/08/2025
2	Supply of vehicle (Bus) on hiring (MN06B 0414)	M/s Lanleima Enterprises	Rs. 94,500/- p.m.	23/11/2024 to 22/11/2025
3	Supply of vehicle (Gypsy) on hiring (MN01A W9135)	Smt. Romita Lourembam	Rs. 37,800/-p.m.	01/05/2025 to 30/04/2026
4	Supply of vehicle (Scorpio) on hiring (MN01A G4389)	Shri. M. Kiran Singh	Rs. 44,100/- p.m.	01/05/2025 to 30/04/2026
5	Supply of housekeeping staff (64 Nos.)	M/s NE Brothers Entertainments Pvt. Ltd.	Rs. 16,24,334/- p.m.	01/06/2022 to 30/05/2023 (Extended)
6	Supply of Security personnel (un-armed 58 Nos.)	M/s Smart Security Service	Rs. 16,45,229/- p.m.	01/11/2024 to 31/10/2025
7	Renting of Pvt. Hostel No.	Smt. Heisnam Premila Devi	Rs. 1,65,000/- p.m.	
8	Renting of Pvt. Hostel No.	Shri. Sinam Brojen Singh	Rs. 1,50,000/- p.m.	01/10/2024 to 31/08/2025

4.5.6

Annual Report

Please see the link <https://nitmanipur.ac.in/DisplayPage.aspx?page=gaamg&ItemID=es> (Annual Report for 2024-25 is not yet approved)

4.5.7

Frequently Asked Question (FAQs)

Please refer to the link: <https://nitmanipur.ac.in/NIT-Manipur-FAQs-for-Website--1-.pdf>

Frequently Asked Questions (FAQs)

What is NIT Manipur and when was it established?

NIT Manipur is an Institute of National Importance established under the NIT Act, 2007. It was set up in 2010 by the Ministry of Education (formerly MHRD), Government of India.

Where is NIT Manipur located?

NIT Manipur is located at Langol, Imphal West District, PO Lamphelpat - 795004, Manipur, India.

What are the official working hours of the Institute?

The official working hours are from 9:00 AM to 5:00 PM on all working days (Monday to Friday).

What programmes are offered at NIT Manipur?

NIT Manipur offers B.Tech, M.Tech, M.Sc and Ph.D. programmes across various disciplines of Engineering, Sciences, and Humanities/Management.

How can I apply for admission to B.Tech at NIT Manipur?

Admission to B.Tech is through JEE (Main) conducted by NTA, followed by JoSAA/CSAB counselling.

What is the admission procedure for M.Tech and M.Sc programmes?

M.Tech: Through GATE followed by CCMT counselling.
M.Sc: Through IIT JAM followed by CCMN counselling.

How can one apply for the Ph.D. programme?

Ph.D. admissions are conducted twice a year (Jan/July) through Institute-level entrance and/or interview, based on eligibility criteria published in official notifications.

	Is hostel accommodation available for students? Yes, separate hostel facilities are available for boys and girls with adequate security and amenities. What kind of medical facilities are available on campus? A Medical Unit is operational on campus with qualified medical personnel and ambulance facilities for emergencies. Are there any recreational and sports facilities available? Yes, the campus includes indoor and outdoor sports facilities, common rooms, and student activity centers. Does the Institute provide Wi-Fi and internet facilities? Yes, the entire campus is Wi-Fi enabled, and students have access to high-speed internet and digital classrooms. Is there a Central Library? Yes, the Central Library of NIT Manipur houses a rich collection of books, e-journals, digital resources, and remote access facilities. What is the fee structure for various programmes? The fee structure is available under the ‘Admissions’ or ‘Fee Structure’ section of the official website and is subject to periodic revision as per GoI norms. Are there scholarships available for students? Yes, eligible students can avail Central, State, and Institute-level scholarships, including SC/ST/OBC scholarships, NSP, and others. Is there any financial assistance for Ph.D. scholars? Yes, Institute Fellowships and sponsored project assistantships are available as per norms. How are examinations conducted at NIT Manipur? The Institute follows a semester system. Mid-semester and end-semester examinations are conducted under the supervision of the Examination Section. Where can I find academic calendars and exam schedules? These are published on the Institute website under the “Academics” section before each academic session. How can I contact the Institute for general queries? General queries may be directed to registrar@nitmanipur.ac.in or the Contact Us section of the official website. Who is the current Director of NIT Manipur? The name and designation of the current Director are available on the ‘Administration’ section of the Institute’s website. Where can I find RTI-related disclosures and important notifications? All statutory disclosures, notifications, and RTI-related information are uploaded under the ‘RTI’ and ‘Notices’ sections of the website.															
4.5.8	Any other information such as - (a) Citizen’s Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen’s Charter															
	Citizen’s Charter: Not applicable															
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]															
4.6.1	Details of RTI applications received and disposed															
	<table><tr><th>Period</th><th>Opening Balance</th><th>Total No. of RTI applications received as Transfer from other PA's</th><th>Received during the Period</th><th>Total No. of RTI applications disposed</th></tr><tr><td>Q1 2024-25</td><td>34</td><td>0</td><td>0</td><td>26</td></tr><tr><td>Q2 2024-25</td><td>8</td><td>27</td><td>6</td><td>41</td></tr></table>	Period	Opening Balance	Total No. of RTI applications received as Transfer from other PA's	Received during the Period	Total No. of RTI applications disposed	Q1 2024-25	34	0	0	26	Q2 2024-25	8	27	6	41
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Q1 2024-25	34	0	0	26												
Q2 2024-25	8	27	6	41												

	Q3 2024-25	0	28	7	23
4.6.2	Details of appeals received, and orders issued.				
	Period	Opening Balance	Total No. of RTI applications received as Transfer from other PA's	Received during the Period	Total No. of RTI applications disposed
	Q1 2024-25	6	N/A	0	5
	Q2 2024-25	1	N/A	1	0
	Q3 2024-25	2	N/A	4	0
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]				
4.7.1	Details of questions asked, and replies given.				
	LSUQ No. 2310 for 04.08.2025 on "Gender Disparity in Number of Faculties in Higher Education" (Replied submitted to MoE on 31.07.2025)				
	Questions/Queries			Replies	
a	Whether female teachers/faculties contribute less in Higher Education compared to the School level, referencing AISHE 2021-2024 and UDISE+ 2023-2024 reports. T			NA.	
b	The appropriate measures taken by the Government to address gender disparity in faculty positions in Higher Educational Institutions.			"Application fee for female candidates are exempted to encourage more no. of female participation."	
c	Whether Government is planning to increase female faculty positions in Higher Educational Institutions across the country			NA.	
d	If so, for details or reasons if not. The answers for both are "NA."			NA.	
e	The details regarding number of male and female teachers in various educational institutions (Central Universities, IITs, UMs, Government and Private Universities/Schools) across the country, state-wise.			"Filled in the Google sheet provided."	
	RAJYA SABHA ADMITTED UNSTARRED QUESTION NO 1144 REGARDING PROMOTION OF RESEARCH IN INFORMATION TECHNOLOGY " NIT MANIPUR (Replied submitted to MoE on 30.07.2025)				
	Questions/Queries			Replies	
a)	Whether Government is encouraging students of Higher Education Institutions (HEIs) in the country to embark upon research and innovation in electronics and information technology with special reference to artificial intelligence, if so, the details thereof;			Starting in 2010, the Department of Computer Science and Engineering at NIT Manipur has introduced a B.Tech. Program with an Artificial Intelligence and Data Science. Both faculty members and students are actively engaged in research and project development in the domains of Artificial Intelligence and Machine Learning. Their work emphasizes practical applications, particularly in sectors such as healthcare, agriculture, transportation, and other areas that directly impact society.	

	b)	The details of funds, if any, allocated to the States in this regard by Government	Not applicable
	c)	Whether Government is further encouraging students led start up eco systems to harness their potential in information technology in the country and, if so, the details thereof?	The Government of India is taking proactive steps to promote student-driven entrepreneurship, particularly in cutting-edge areas such as Information Technology, Artificial Intelligence, Machine Learning, and other deep-tech sectors. To foster innovation at the grassroots level, it offers a comprehensive range of support mechanisms-these include access to incubation facilities, seed funding, credit support, intellectual property (IP) assistance, structured mentorship, policy-driven incentives, and national-level recognition platforms. Through initiatives such as Startup India, Atal Innovation Mission (AIM), MeitY Startup Hub, and SIP-EIT, student entrepreneurs in higher education institutions are being encouraged to convert their technological ideas into viable startups. Additionally, many state governments have introduced localized ecosystems that complement national programs, enabling young innovators to thrive and contribute meaningfully to India's digital and innovation landscape.
Rajya Sabha Provisionally Admitted Question Dy. No. U1426 for answer on 09.08.2024 on Use of Artificial Intelligence (AI) in various sectors in India <i>(Replied submitted to MoE on 01.08.2025)</i>			
	a)	Whether the Government has evaluated the positive and negative impact on the extensive use of Artificial Intelligence (AI) in various sectors in India	Yes
	b)	If so, the details thereof	Yes, the Indian government has evaluated the positive and negative impacts of the extensive use of Artificial Intelligence (AI) in various sectors. A. National Strategy for Artificial Intelligence (2018) I. Positive Impact: a. Promotes AI research and development across multiple sectors such as healthcare, agriculture, education, and finance. b. Aims to make India a global leader in AI, with an inclusive approach to ensure benefits reach all sections of society. II. Negative Impact: a. Recognizes challenges such as data privacy, ethical concerns, and the potential for bias in AI systems. B. NASSCOM AI Adoption Index I. Positive Impact: a. Highlights significant contributions of AI to India's GDP, particularly in sectors like BFSI, retail, healthcare, and industrials. b. Encourages large-scale innovation and digital transformation across industries. II. Negative Impact: a. Identifies persistent challenges such as budgetary constraints, low maturity of the external AI ecosystem, and difficulty in quantifying AI benefits objectively. C. Government Initiatives: I. Positive Impact: a. Programs like Digital India and AI for All foster an AI-friendly ecosystem, promoting digital penetration and technological innovation.

		II. Negative Impact: a. Challenges include ensuring robust digital infrastructure, addressing the skills gap in AI technologies, and maintaining data privacy. D. Sectoral Impacts: I. Positive Impact: a. AI adoption enhances efficiency and customer experiences in sectors like healthcare, agriculture, and education. b. AI-driven startups are revolutionizing areas such as patient care and precision agriculture. II. Negative Impact: a. Ethical concerns about AI's impact on employment and the need for transparent AI decision-making processes. E. Regulatory and Ethical Frameworks: I. Positive Impact: a. Development of guidelines for responsible AI usage, focusing on fairness, transparency, accountability, and ethical considerations. b. Formulation of data protection laws like the proposed Personal Data Protection Bill to regulate AI's use of data. II. Negative Impact: a. Addressing legal and accountability issues related to AI systems and ensuring unbiased AI models are significant challenges.
c)	Action contemplated to mitigate the negative impact and to prevent its misuse by a controlled mechanism	To mitigate the negative impacts of AI and prevent its misuse, the Indian government has proposed several actions integrated with controlled mechanisms: 1. Data Protection Laws: Action and Mechanism: The proposed Personal Data Protection Bill aims to regulate the collection, processing, and storage of personal data. It includes provisions for user consent, data localization, and penalties for data breaches, ensuring data privacy and security. 2. Ethical AI Guidelines: Action and Mechanism: NITI Aayog, in collaboration with industry bodies, is formulating guidelines for responsible AI development and deployment. These guidelines emphasize fairness, transparency, accountability, and bias prevention to ensure ethical AI usage. 3. AI Regulation Framework: Action and Mechanism: The government is establishing a comprehensive regulatory framework to oversee AI development and usage. This includes regulations on AI liability, intellectual property rights for AI-generated content, and standardization of AI technologies to ensure quality and interoperability. 4. Bias and Fairness Mitigation: Action and Mechanism: Efforts are being made to address biases in AI systems by auditing and improving training datasets, promoting diversity in AI development teams, and creating accountability mechanisms for AI decisions. 5. Transparency and Accountability: Action and Mechanism: Tools and standards for explainable AI are being developed to ensure AI algorithms and decision-making processes are transparent and understandable. This includes creating audit trails for AI decisions to maintain accountability.

		6. Employment and Reskilling: Action and Mechanism: The government is investing in educational programs and AI research centers to provide training in AI-related skills. This aims to reskill and upskill the workforce, preparing them for new job roles created by AI technologies. 7. AI Ethics Committees: Action and Mechanism: AI ethics committees are being established to oversee AI projects and ensure they adhere to ethical standards. These committees review AI projects for ethical considerations, providing guidance and oversight to prevent misuse and ensure responsible AI deployment.	
	Sl.no	Services	Processing Time
	Academics Section		
	1	Issue of Bonafide and other similar certificates for students	3 days
	2	Issue of Provisional certificate, Gradesheets, Transcript, etc for students	7 days
	3	Issue of Duplicate Gradesheets, Transcripts	7 days
	4	Issue of Duplicate Degree	30 days
	5	Fee refunds	60 days
	Establishment & Administration Section		
	1	Leave approval (except for Special Casual Leave)	5 days
	2	Special Casual Leave	10 days
	3	LTC and LTC leave encashment approval	7 days
	4	Approval for attending Conferences, Workshops, etc	15 days
	5	Issue of Bonafide certificate, residential proof, NOC for VISA and passport application, loan application, etc	5 days
	6	Issue of NOC for attending interviews, forwarding of application through proper channel, etc.	10 days
	7	Issue of Vigilance Clearance Certificate	3 days
	8	RTI replies	30 days
	9	Reply to Parliament questions	1 day
	10	Reply to queries and submission of reports to MoE	1 day
	Internal Audit Section		
	1	Scrutiny of bills for vendors and works contractors (from the date of submission of all relevant and related documents)	10 days
	2	Scrutiny of internal bills (TA, medical reimbursement, LTC, etc)	5 days
	3	Scrutiny of purchase related matters	3 days
	Finance & Accounts Section		
	1	Release of payments to vendors, works contractors, AMC, etc	15 days
	2	Release of statutory payments (GST, IT, NPS, etc)	1 day
	3	Release of stipend to scholars (from the date of receipt of verified attendance records)	2 days
	4	Release of salary to outsourced staff and security personnel (after receipt of verified attendance, EPF and ESIC records)	2 days
	5	Release of rent for hostels	3 days
	6	Release of EMD to unsuccessful bidders	3 days
	7	Release of Performance Security (PBG, etc)	3 days

5	Information as may be prescribed
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]
5.1.1	Name & details of – (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015
	Public Information Officer: 1. Dr. Sachidananda Khwairakpam – Current incumbent 2. Dr. Anil Kumar Birru – former CPIO 3. Dr. Ashish Ranjan – former CPIO First Appellate Authority: 1. Prof. (Dr.) Kh. Tomba Singh, Registrar – Current
5.1.2	Details of third-party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out
	Not yet done therefore Report not available
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers (a) Date of appointment: <u>21/07/2025</u> (b) Name & Designation of Nodal Officer: Prof. (Dr.). Lourembam Lolit Kumar Singh
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers (a) Date constituted: <u>22/07/2025</u> (b) Name & Designation of the key Stakeholders: Prof. (Dr.) P. Albino Kumar, CE Dept. Prof. (Dr.) A. Dinamani Singh, ECE Dept. Shri. Maibam Hemjit Singh, Assistant Registrar – Member Secretary
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers (a) Date constituted: <u>22/07/2025</u> (b) Name & Designation of the officers: Prof. (Dr.). Kh. Tomba Singh, Registrar, NIT Manipur Dr. Ashish Ranjan, Associate Professor, ECE Dept. Dr. Anil Kumar Birru, Associate Professor, ME Dept. Dr. Khwairakpam Sachidananda, Assistant Professor, CE Dept. Shri. Maibam Hemjit Singh, Assistant Registrar – Member Secretary
6	Information Disclosed on own Initiative
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions
6.2.1	Whether STQC certification obtained and its validity: No
6.2.2	Does the website show the certificate on the Website? No

No. NITM.2/132-Acctt/RTI(PA)/Tr.Audit

**Sd/-
Registrar**
