NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT), CALICUT
Right to Information Act: Disclosure of Information under Section 4(1)(b)
Mandatory Disclosure of Information

(i)   Particulars of Organization, Functions and Duties [Section 4(1)(b)(i)]:

National Institute of Electronics and Information Technology (NIELIT), Calicut is a unit of NIELIT, which is an Autonomous Scientific Society of Ministry of Electronics and Information Technology, Government of India, and is actively engaged in the development of qualified human resources in the areas of IT, Electronics, Communication Technologies, Hardware, Cyber Law, Cyber Security, IPR, GIS, Cloud Computing, ESDM, e-Governance and related verticals. NIELIT offers courses both in the formal and the non-formal sector of education and is also one of the National Examination bodies which accredit institutes/organizations for the conduct of courses in IT in the non-formal sector.

NIELIT has been mandated to undertake various projects under Capacity Building in ICT with the objective of creating human resources at various levels including development of employment and self-employment linked quality and cost effective training programmes for the masses, especially targeted towards the rural/underdeveloped areas in the country. NIELIT is also the preferred agency for many State Governments for rolling out IT Literacy programmes for their employees and the masses. NIELIT has, over these years, established itself as a premier organization having pan India presence through a network of 40+ own Centres/Extension Centres and a network of about 825+ accredited training institutions, besides a network of about 8770+ facilitation centres engaged in the proliferation and training of NIELIT's immensely popular IT Literacy Programmes, viz., Course on Computer Concepts (CCC) and Basic Computer Course (BCC). NIELIT, Calicut is one amongst the 40+ Centres of NIELIT with its Head quarters at New Delhi.

NIELIT, Calicut is a key constituent unit of NIELIT involved in the Human Resource Development and related activities in the field of IECT, and is the only Institute of its kind in this region, offering professional training programmes for the working as well as fresh engineers to make them more adaptable to the professional requirement of the industry. The Institute also offers state-of-the-art training programmes in different sectors such as VLSI, Embedded System Design, Control & Instrumentation, Product Design & Power Electronics and other allied field in Electronics, apart from IT and related areas. The Institute is also executing various Government sponsored projects for capacity building and skill development of youth in the region with emphasis on employability. Formal courses offered by the institutes leading to award of University degree are affiliated to APJ Abdul Kalam Technical University(KTU), duly approved by AICTE.

(ii)   The powers and duties of its officers and employees [Section 4(1)(b)(ii)]

The Delegation of Powers to authorities of NIELIT at various levels is available at (**http://www.nielit.gov.in/content/rti-disclosure**).

All matters for which specific provision has not been made shall be referred to Chairman, Governing Council for approval.

The duties & responsibilities of officers and employees of NIELIT Calicut are available at (**http://nielit.gov.in/calicut/content/people**)

Mandatory Disclosure of Information: Updated on 22 May 2023

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(iii) **Procedures followed in the decision-making process, including channels of supervision and accountability [Section 4(1)(b)(iii)]**

NIELIT has an institutional framework with the Governing Council, chaired by the Hon'ble Minister for Electronics & IT, as an apex body to evolve corporate policies and provide necessary guidelines for fulfillment of aims and objectives, besides the Management Board, chaired by the Secretary, MeitY, followed by Executive Committees at Centre level, chaired by the Executive Director of the Centre. The Executive Committee takes all necessary steps to carry out the assigned objectives of the Institute as set forth in the Memorandum of Association subject to the overall guidance and control of the Governing Council, Management Board and Director General, NIELIT. In the hierarchy of authority, below the Executive Committee is the Executive Director of the Centre who is responsible for the day to day activities of the Centre.

There are also a number of Committees constituted by the Executive Director to advise the Executive Director in decision-making in the following specific areas:

01	Academic Committee
02	Purchase Committee
03	Library Committee
04	Obsolete/unserviceable Asset Committee
05	Canteen Committee

(iv) **Norms set by it for the discharge of its functions [Section 4(1)(b)(iv)].**

As detailed under clauses (ii) and (iii) above.

(v) **The rules, regulations, instructions, manuals and records, held by NIELIT or under the control of NIELIT or used by employees for discharging its functions [Section 4(1)(b)(v)]**

(a) Service Rules and Delegation of Powers **(https://nielit.gov.in/content/acts-rules)**
(b) Rules of Government of India (FR/SR, *GFR* etc)

(vi) **A statement of the categories of documents that are held by it or under its control [Section 4(1)(b)(vi)]**

Service Rules and Delegation of Powers **(https://nielit.gov.in/content/acts-rules)**

(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 its policy or implementation thereof.**

Refer the constitution of Governing Council and Executive Committee available at **https://nielit.gov.in/content/acts-rules**

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

          PI refer to clauses (ii) and (iii)

(ix)   Directory of officers and employees:
         available at https://nielit.gov.in/calicut/content/people

(x)   The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations (as on 22 May 2023)

Sl. No.	Emp. No.	Name of Employee	Pay Level	Matrix Pay Rs.
1	4	Saritha S	13A	152000
2	9	Santhakumari S	11	76200
3	10	Martin K M	13A	181500
4	11	Pratap Kumar S	13A	181500
5	14	Sheela VS	13A	210300
6	16	Reena KK	11	91400
7	17	Ramachandran NN	9	71300
8	19	Sasidharan PT	13A	152000
9	32	Deepthy P	9	69200
10	34	Beena C	9	71300
11	38	Manoj N	11	80900
12	41	Ramesh Kumar MS	11	80900
13	55	Sunil Kumar V	4	37500
14	56	Suresh K P	7	52000
15	60	Hari K	9	71300
16	62	Lijesh V V	4	36400
17	69	Sini S Nair	12	86100
18	71	Prasoon Kumar KG	12	86100
19	73	Arumugam J	12	86100
20	74	Baradharajan A	13	126800
21	76	Manoj Kumar MK	11	76200
22	79	Rajesh M	12	94100
23	80	Sreejeesh SG	9	61500
24	81	Nandakumar R	12	94100
25	82	Venkataraman R	6	47600
26	84	Reshma CB	9	59700
27	99	Mohan C	12	126600
28	106	Akula Sri Rama Pavan	10	59500

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(xi)   The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Budget Estimates are available at :
https://www.nielit.gov.in/calicut/sites/default/files/general/BudgetDetails.pdf

(xii)   The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

No subsidy programmes at present.

(xiii)   Particulars of recipients of concessions, permits or authorizations granted by it

All eligible SC/ST candidates are provided fee exemption, to undergo various training/Educational programs offered by the Centre list of candidates availed the facility is given in NIELIT portal **http://www.nielit.gov.in/content/deity-scheme**

(xiv)   Details in respect of the information, available to or held by it, reduced in an electronic form.

Information available in website: **http://calicut.nielit.gov.in** and **www.nielit.gov.in**

(xiv)   The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The Centre has a library meant for Staff and Students of the Centre, not for General Public Also, available in website: **http://calicut.nielit.gov.in** and **www.nielit.gov.in**

(xv)   The names, designations and other particulars of the Public Information Officers.

Public Information Officer:

Shri. A. Baradharajan
Additional Director (F&A)
National Institute of Electronics and Information Technology
P.B. No.5, NIT Campus Post
Calicut – 673 601, KERALA, INDIA
E-mail: abr@nielit.calicut.in Mobile : 7560890232

Appellate Authority (RTI): Details available at:
http://www.nielit.gov.in/content/right-information-1

Mandatory Disclosure of Information: Updated on 22 May 2023