

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
TARAMANI, CHENNAI 600113.**

The RTI Act under section 4 provides a comprehensive frame work for promoting openness in the functioning of the public authorities.

ORGANISATION AND FUNCTION

Sl. No.	Item	Details of disclosure	
	Procedure followed in decision making process	Process of decision making Identify key decision making points	
1.3	[Section 4 (1)(b)(iii)]	(i)	Policy decision through Board of Governors meeting.
		Final decision making authority	
		(ii)	Chairman BOG, NITTTR Chennai Society For Faculty Members & Group 'A' Staff
			Director NITTTR Chennai For all Supporting Staff, Academic and Administration
		Related provisions, acts, rules etc.	
		(iii)	As per the provisions of MoA
		Time limit for taking a decision, if any	
		(iv)	a) Routine Administrative decision then and there b) Academic decision based on the approval of the academic committee (Twice a year / once in a year)
		Channel of Supervision and accountability	
		(v)	Channel of supervision and accountability Given in Annexure

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instruction (ii) List of Rules, regulations, instructions manuals and records (iii) Acts/Rules manuals etc., (iv) Transfer policy and transfer orders
	The records for discharging functions for the above (i to iv) are based on the Recruitment Service Rules of the Institute, which is available in the web portal for reference.	
1.11	No. of employees against whom Disciplinary action has been proposed taken	(i) Pending for Minor penalty or major penalty proceedings. (ii) Finalised for Minor penalty or major penalty proceedings
	No Pending disciplinary action against employees	