

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
MANGALURU – 575 025**



CITIZEN'S CHARTER & CLIENT'S CHARTER



Vision

To facilitate transformation of students into good human beings, responsible citizens and competent professionals, focusing on assimilation, generation and dissemination of knowledge.

Mission

- ☞ Impart quality education to meet the needs of profession and society, and achieve excellence in teaching-learning and research.
- ☞ Attract and develop talented and committed human resource, and provide an environment conducive to innovation, creativity, team-spirit and entrepreneurial leadership.
- ☞ Facilitate effective interactions among faculty and students, and foster networking with alumni, industries, institutions and other stake-holders.
- ☞ Practice and promote high standards of professional ethics, transparency and accountability.

Core Values

- Caring Individuals
- Responsible Citizens
- Competent Professionals
- Quality
- Equal Opportunity
- Entrepreneurial Leadership
- Professional Ethics

Our Stakeholders



Our Clients

- Students of our Institute
- Industry
- Society
- Sponsors
- Users of Testing & Consultancies
- R&D Centres
- Foreign Universities.

Our Services and Aim :

The National Institute of Technology Karnataka, Surathkal is among the foremost Institutes of National Importance in higher technological education and applied research. Since its inception in 1960 as the Karnataka Regional Engineering College, the Institute has established itself as a premier centre engaged in imparting quality technological education, Training, Consultancy, Continuing Education and providing support to research and development activities.

1. Effective and efficient Organization and management.
2. Attracting and nurturing talent of students.
3. Affirming highest quality of teaching and learning process.
4. Strengthening and nurturing human resources both faculty and staff.
5. Mobilization, Optimum allocation and utilization of financial resources.
6. Promoting resource and consultancy activities.
7. Undertaking outreach and extension activities.

Expectations form our Clients:

1. Effective and efficient governance.
2. Quality in teaching and research.
3. Modern infrastructure and facilities.
4. Competent faculty and staff.
5. High placement records.

Responsibility Centre:

Departments:

- Water Resources & Ocean Engineering
- Department of Civil Engineering
- Department of Chemical Engineering
- Department of Chemistry
- Department of Computer & Science Engineering
- Department of Electrical & Electronics Engineering
- Department of Electronics & Communication Engineering
- Department of Information Technology
- Department of Mathematical and Computational Sciences
- Department of Mechanical Engineering
- Department of Metallurgical & Materials Engineering
- Department of Mining Engineering
- Department of Physics
- Department of Design & Entrepreneurship

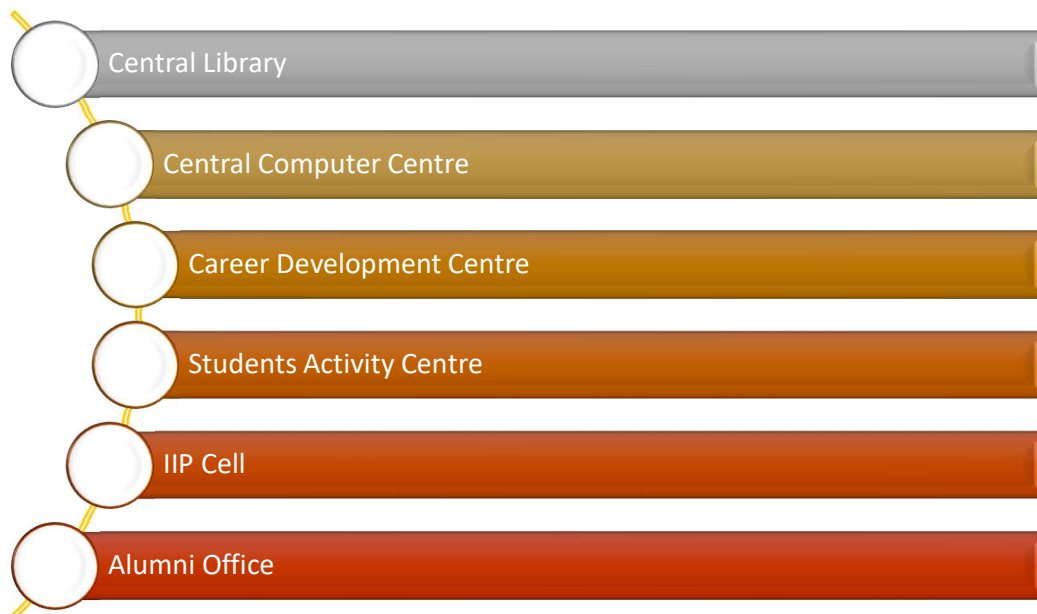
School:

**SCHOOL OF HUMANITIES, SOCIAL SCIENCES AND
MANAGEMENT**

Centre:



Academic Support Unit:



Institute Grievance Redressal Committee

Email : igrc@nitk.edu.in

The Institute pay serious attention to the grievances of its stakeholders both internal and external and is keen to solve the same. There is a Grievance Redressal Committee to consider all grievance against Administrative decisions on issues and to recommend corrective measures for consideration of Director/BoG.

The Committee is constituted as Follows:

- ☞ Dr. B. Ramachandra Bhat
Professor,
Dept. of Chemistry : Chairperson
- ☞ Dr. (Ms.) Sathyabhama A.,
Professor,
Dept of Mechanical Engineering : Member
- ☞ Dr. (Ms.) Senthil Thilak A.
Associate Professor,
Dept. of MACS : Member
- ☞ Dr. Chinta Sankar Rao,
Assistant Professor Grade-I
Dept. of Chemical Engg. : Member
- ☞ Dr. Manoj
SAS Officer : Member
- ☞ Ms. Priyanka Dattanand Amadalli,
Assistant Registrar (Stores & Purchase) : Convener

The Grievance Redressal process is specified as below:

Grievance Redressal Process (GRP) :

- Stage – I : Complaint received
- Stage – II : Forwarded to the Chairman (GRC)
- Stage – III : GRC Meeting
- Stage – IV : referred to the Internal Audit
- Stage – V : Concerned Responsible Officer for the implementation of GRC recommendations.

Internal Complaints committee against Sexual Harassment

Email: icsh@nitk.edu.in

In the light of enactment of the sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Competent Authority has constituted an Internal Complaints Committee at NITK, Surathkal (ICC-SH). The Internal Complaints Committee is responsible for investigating every formal written complaint of sexual harassment and taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.

The Internal Complaints Committee shall inquire into the complaints as per the provisions of Section 11 of the Act, 2013. During pendency of inquiries the Committee may give recommendations as may be considered necessary under the provision of Section 12 of the Act, 2013 and based on these recommendations, the Competent Authority shall take appropriate action.

It is the policy of the Institute to create and maintain an environment free from sexual harassment in the Institute. The Institute strongly disapproves of any conduct that constitutes sexual harassment. All students, faculty, and staff members are advised to report any matter related to sexual harassment to the Committee against Sexual Harassment (Contact details of members are given below). All complaints will be thoroughly investigated and appropriate action will be taken promptly. The Committee will maintain confidentiality within the limits of the law and will not disclose sensitive information to any individual except for those who have a specific need to know.

Members of the Internal Complaints committee (ICC) against Sexual Harassment

Sl. No	Members of the Committee	Departments	Email Id.	Contact Details
1	Dr. Chandhini. G Associate Professor	Department of Mathematical and Computational Sciences	chairperson_icc-sh@nitk.ac.in	0824-2473367
2	Dr. M. N. Satyanarayan, Professor	Dept. of Physics	Satya_mn@nitk.edu.in	0824-2473302
3	Dr. (Ms.) Saranya P. Asst. Professor Grade – II	Dept. of Civil Engineering	saranya.p@nitk.edu.in	0824-2473607
4	Dr. (Ms.) Shwetha H. R. Asst. Professor Grade – I	Dept. of WR&OE	hrshwetha@nitk.edu.in	0824-2473651
5	Mrs. Sandhya, Asst. Registrar (Acad)	1 st Floor, Administrative Building	sandhya@nitk.edu.in	0824-2474029
6	Superintendent (Estt., & Gen. Section)	1 st Floor, Administrative Building	supdt_establishment@nitk.edu.in	0824-2473019
7	Mrs. Manjula V. Prasad, NGO member Udupi	External Member	Manjula.malnadu@gmail.com	9243350111

RTI details

In NITK, one's right to information is respected and great care is taken to provide the relevant information sought under the Right to Information Act, 2005, enacted as a Law by the Government of India.

The following officers have been entrusted with the responsibility :

Sl. No.	Name & Designation	Contact Address	Telephone	Email address
1.	Transparency Officer Dr. Panduranga Vittal K.	Professor, Dept. of E&E Engineering.	824 - 2473507	tor.rti@nitk.edu.in
2.	Nodal Officer Prof. Ravikiran Kadoli	Professor Dept. of Mechanical Engg.,	824- 2473858	rkkadoli@nitk.edu.in
3.	First Appellate Authority Prof. Kumar G. N.	Registrar (in-charge) National Institute of Technology Karnataka Surathkal, PO Srinivasnagar MANGALURU – 575 025	0824- 2473006	registrar@nitk.edu.in
4.	Central Public Information Officer Mr. Abdul Rahoof A. R.	Assistant Registrar (Establishment) National Institute of Technology Karnataka Surathkal, PO Srinivasnagar MANGALURU – 575 025		cpio.rti@nitk.edu.in
5.	Assistant Central Public Information Officer Mr. Sayyad Fayaz	Superintendent Establishment Section.	0824- 2473019	suptd_establishment@nitk.edu.in

Details of the functionaries

Details of Information	Name and Designation of the officer	Address of the Office	Telephone/ e-mail
Principal, Academic and Executive Officer of the Institute	Prof. (Dr.) Bhallamudi Ravi Director Email: director.office@nitk.edu.in	1 st Floor, Main Building	0824-2474010
Perform such other duties as may be assigned to him by NIT Act or the Statutes or by the Director	Prof. Subhash C. Yaragal, Deputy Director Email: dy.director.office@nitk.edu.in	Administrative Building	0824-2474011
Custodian of records, common seal, funds of the institute and such other property of the institute that the board shall commit to his charge. Secretary to Board of Governors and other bodies as provided under the Act and Statutes.	Prof. Kumar G. N. Registrar (in-charge) Email: registrar@nitk.edu.in	Ground Floor	0824-2473006
Academic matters on all Undergraduate/ Postgraduate Programmes of the Institute.	Prof. Annappa Dean (Academic) Email:office.dean.ap@nitk.edu.in	1 st Floor, Main Building	0824-2474014
Planning, operation and Maintenance, financial matters, budget etc.,	Prof. B Venkatesa Perumal Dean (Planning & Development) Email: dean.pd@nitk.edu.in	1 st Floor, Main Building	0824-2474018
Student welfare matters, Co scholastic matters etc.,	Prof. Govinda Raj Mandela Dean (Student Welfare) Email: dean.sw@nitk.edu.in	1 st Floor, Main Building	0824-2474015
Faculty and staff welfare matters, Faculty Discipline, integrity and commitment.	Prof. T. Laxminidhi Dean (Faculty & Staff Welfare) Email:dean.fsw@nitk.edu.in	1 st Floor, Main Building	0824-2474018
Consultancy and Sponsored Research matters etc.	Dr. Udaya Bhat, Dean (Research & Innovation) Email: dean.ri@nitk.edu.in	1 st Floor, Main Building	0824-2474017
Dean (Alumni and Corporate Relations)	Prof. Prasanna Belur D. Dean (AA&IR) Email: dean.acr@nitk.edu.in	Ground Floor, Main Building	0824-2474016
Hostel matters	Shri. Bansod Pritam Ramesh Dy. Registrar (Hostel Office) Email : dy.registrar@nitk.edu.in	Hostel Office	0824-2474026
Administrative matters.	Mr. Ramesh R. Dy. Registrar (Admin) Email : dr.admin@nitk.edu.in	1 st Floor, Main Building	
Head of the Section on Budget, Finance, Accounts, Audit matters.	Mr. Ingilela Mahesh Dy. Registrar (Finance) Email : dr.finance@nitk.edu.in	1 st Floor, Main Building	
Buildings and Works	Ms. Priyanka Dattanand Amadalli, Assistant Registrar	Ground Floor Main Building	0824-2474027

	(Building & Works Office) <u>Email :</u> ar.building.works@nitk.edu.in		
Student Placements	Mrs. Sandhya Asst. Registrar (Placements) <u>Email : ar.placements@nitk.edu.in</u>	1 st Floor, Main Building	0824-2473001
Establishment Section related matters	Mr. Abdul Rahoof A. R. Assistant Registrar (Establishment) <u>Email :</u> ar.establishment@nitk.edu.in	1 st Floor, Main Building	
Academic matters on all Undergraduate/ Postgraduate Programmes of the Institute.	Ms. Praseeda T. P. Assistant Registrar (Acad) <u>Email: ar.academic@nitk.edu.in</u>	IInd Floor Main Building	
Accounts matters.	Mr. C. K. Venkata Mani Brahmam Assistant Registrar (Accounts) <u>Email : ar.accounts@nitk.edu.in</u>	1 st Floor, Main Building	
Purchase matters.	Mr. Umesh K. Rane, Assistant Registrar (Purchase) <u>Email : ar.purchase@nitk.edu.in</u>	Main Building	0824-2474025
Head of Hostel Administration and Management, Chairman of Hostel & Mess Committee, Warden's Committee etc.,	Dr. Ramesh M. R. Professor, Dept. of Mechanical Engineering Professor/Faculty in charge (Hostel Affairs) <u>Email: pic.hostels@nitk.edu.in</u>	Hostel Office	0824-2473800
Career Development activities of the students.	Dr. Anish S. Prof. in-charge, (Student Placements) <u>Email: pic.cdc@nitk.edu.in</u>	Career Development Centre	0824-2473679
Implementation & monitoring of construction projects, operation and maintenance and annual repair etc.	Shri. Narayan R. Superintending Engineer <u>Email : se@nitk.edu.in</u>	RE Office	0824-2474065
The Chief Vigilance Officer (CVO) of the Institute is appointed by the MHRD to comply with the necessary directions of the Government of India	Prof. B R Shankar Part – time Chief Vigilance Officer (CVO) <u>Email: cvo@nitk.edu.in</u>	Dept. of Chemical Engineering	(0824) 2474100 (Office)
Head of Library & Digital Library	Dr. Mallikarjun Angadi Librarian <u>Email : library@nitk.edu.in</u>	Central Library	0824-2473061
General Administration of Departments, and Student Discipline, Course Delivery, Research Activities etc.	Heads of the Departments	Concerned Department	Refer Institute website https://www.nitk.ac.in/HoD_HoS