

**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.

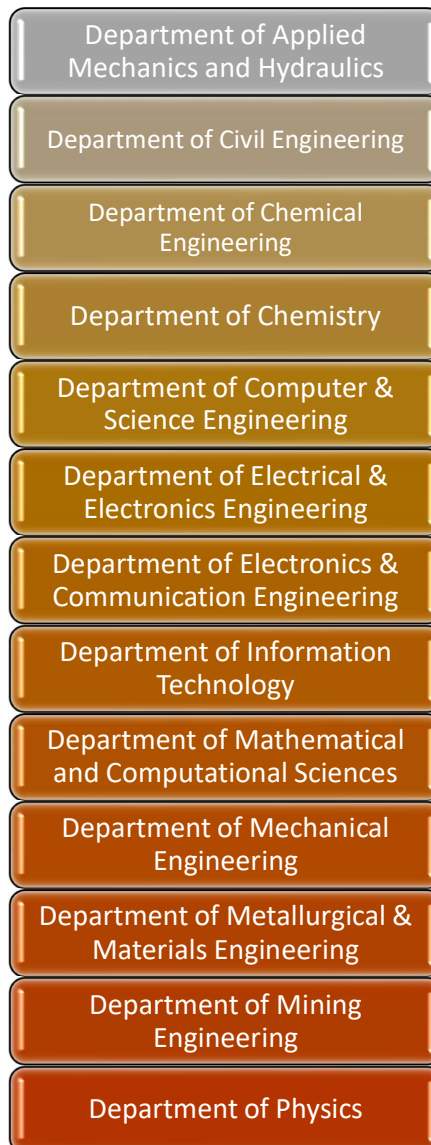
1. Effective and efficient Organization and management.
2. Attracting and nurturing talent of students.
3. Affirming highest quality of teaching and learning process.
4. Strengthening and nurturing human resources both faculty and staff.
5. Mobilization, Optimum allocation and utilization of financial 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:



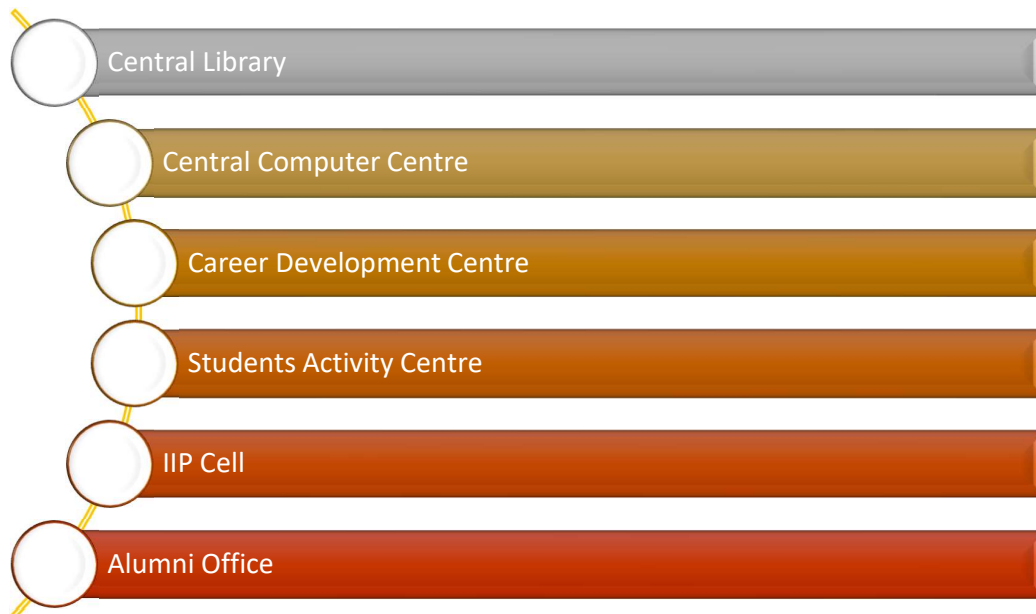
School:



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. Murulidhar N. N. Professor,
Mathematical and Computational Sciences. : Chairman
- ☞ Dr. S. M. Murigendrappa, Professor
Dept of Mechanical Engineering : Member
- ☞ Dr. Ravishankar K. S. Associate Professor,
Metallurgical & Materials Engg. : Member
- ☞ Dr. Nagendrappa H, Assistant Professor Grade - I,
Electrical & Electronics Engineering. : Member
- ☞ Dr. (Mrs.) Rashmi Uchil, Assistant Professor Grade – I
School of Management : Member
- ☞ Shri. Dinesh Naik, Assistant Professor,
Dept. of Information Technology : Member
- ☞ Dr. Pathipati Srihari, Assistant Professor Grade – I,
Electronics & Communication Engineering.
- ☞ Dr. Kedarnath Senapati, Assistant Professor Grade – I,
Mathematical and Computational Sciences. : Member
- ☞ Shri. P. N. Subrahmanya, Assistant (SG-II)
Establishment & General Section : Member
- ☞ Mr. Gaurav Chowdhury
Assistant Registrar (Admin) : 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: iccsh@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 against Sexual Harassment

| Sl. No | Members of the Committee | Departments | Email Id. | Contact Details |
|---------------|---|--|--|------------------------|
| 1 | Dr. (Mrs.) Rashmi Uchil Associate Professor | School of Management | chairperson_icc-sh@nitk.ac.in rashmiuchil@nitk.edu.in | 0824-2473231 |
| 2 | Dr. Annappa Professor | Dept. of Computer Science & Engineering | annappa@nitk.ac.in | 0824-2473401 |
| 3 | Dr. (Ms.) Senthil Thilak A. Asst. Professor Grade – I | Dept. of Mathematical & Computational Sciences | thilak@nitk.ac.in | 0824-2473953 |
| 4 | Dr. (Ms.) Khyati Verma, Asst. Professor Grade – II | Dept. of Mechanical Engg., | kverma@nitk.edu.in | 9711843988 |
| 5 | Shri. D. Murugavelu, Superintendent (SG-II) | Ground Floor, Accounts Section-III Main Building | velu888@nitk.edu.in | 0824-2473011 |
| 6 | Ms. Wilma Irene Pinto Superintendent | Ground Floor, Accounts Section-I Main Building | supdt-accounts1@nitk.edu.in | 0824-2473012 |
| 7 | Mrs. Manjula V. Prasad, Madhu Nivasa, Ambagilu, Udupi | Madhu Nivasa, Ambagilu, Udupi | 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. M. Shankaranarayan Bhat | Professor – HAG, Dept. of E&C Engineering. | 824 - 2473507 | tor.rti@nitk.edu.in |
| 2. | Nodal Officer Dr. A. Kandasamy | Professor Dept. of MACS | 824- 2473251 | kandy@nitk.ac.in |
| 3. | First Appellate Authority Sri K. Ravindranath | Registrar National Institute of Technology Karnataka Surathkal, PO Srinivasnagar MANGALURU – 575 025 | 0824- 2473006 | rnath@nitk.ac.in |
| 4. | Central Public Information Officer Ms. Priyanka Dattanand Amadalli | Assistant Registrar, National Institute of Technology Karnataka Surathkal, PO Srinivasnagar MANGALURU – 575 025 | 0824- 2473990 | Priyanka.acad@nitk.edu.in |
| 5. | Assistant Central Public Information Officer Mr. Vaibhav Satosh Lonkar | Superintendent Establishment Section. | 0824- 2473019 | supdt_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 | 1 st Floor, Main Building | 0824-247000 |
| 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. | Mr. K. Ravindranath, Registrar | 1 st Floor, Main Building | 0824-2473006 |
| Academic matters on all Undergraduate/ Postgraduate Programmes of the Institute. | Prof. Dwarakish G. S. Dean (Academic) | 1 st Floor, Main Building | 0824-2473003 |
| Planning, operation and Maintenance, financial matters, budget etc., | Prof. Gangadharan K. V. Dean (Planning & Development) | 1 st Floor, Main Building | 0824-2473002 |
| Student welfare matters, Co scholastic matters etc., | Prof. A Chitharanjan Hegde Dean (Student Welfare) | 1 st Floor, Main Building | 0824-2473004 |
| Faculty welfare matters, Faculty Discipline, integrity and commitment. | Prof. G. C. Mohan Kumar Dean (Faculty Welfare) | 1 st Floor, Main Building | 0824-2473001 |
| Consultancy and Sponsored Research matters etc. | Dr. Udaya Bhat, Dean (Research & Consultancy) | 1 st Floor, Main Building | 0824-2473005 |
| Alumni Affairs and Institutional Relations | Prof. Shreekantha S. Rao Dean (AA&IR) | Ground Floor, Main Building | 0824-2473911 |
| Head of the Section on Budget, Finance, Accounts, Audit matters | Mr. Ram Mohan Y. Joint Registrar | 1 st Floor, Main Building | 0824-2473010 |
| Administrative matters. | Mr. Gaurav Chowdhury Assistant Registrar (Admin) | 1 st Floor Main Building | 0824-2473993 |
| Accounts matters. | Ms. Priyanka Dattanand Amadalli Assistant Registrar (Accounts) | Ground Floor Main Building | 0824-2473990 |
| Purchase matters | Mr. Bansod Pritham Ramesh Assistant Registrar (Purchase) | 1 st Floor Main Building | 0824-2473993 |
| Academic matters on all Undergraduate/ Postgraduate Programmes of the Institute. | Mrs. Sandhya Asst. Registrar (Acad) (i/c) | 1 st Floor, Main Building | 0824-2473003 |

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|--|--|---------------------------|---|
| Head of Hostel Administration and Management, Chairman of Hostel & Mess Committee, Warden's Committee etc., | Dr. Pushparaj Shetty D. Assoc. Professor, Dept. of MACS Professor/Faculty in charge (Hostel Affairs) | Hostel Office | 0824-2473800 |
| Career Development activities of the students. | Dr. Annappa Chairman | Career Development Centre | 0824-2473053 |
| Implementation & monitoring of construction projects, operation and maintenance and annual repair etc. | Superintending Engineer | RE Office | 0824-2473028 |
| The Chief Vigilance Officer (CVO) of the Institute is appointed by the MHRD to comply with the necessary directions of the Government of India | Dr. Jagannath Nayak Part - time Chief Vigilance Officer | Dept. of MME | (0824) 2474100 (Office) |
| Head of Library & Digital Library | Dr. Mallikarjun Angadi Librarian | Library | 0824-2473061 |
| General Administration of Departments, and Student Discipline, Course Delivery, Research Activities etc. | Heads of the Departments | Concerned Department | Refer Institute website www.nitk.ac.in |