

**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.

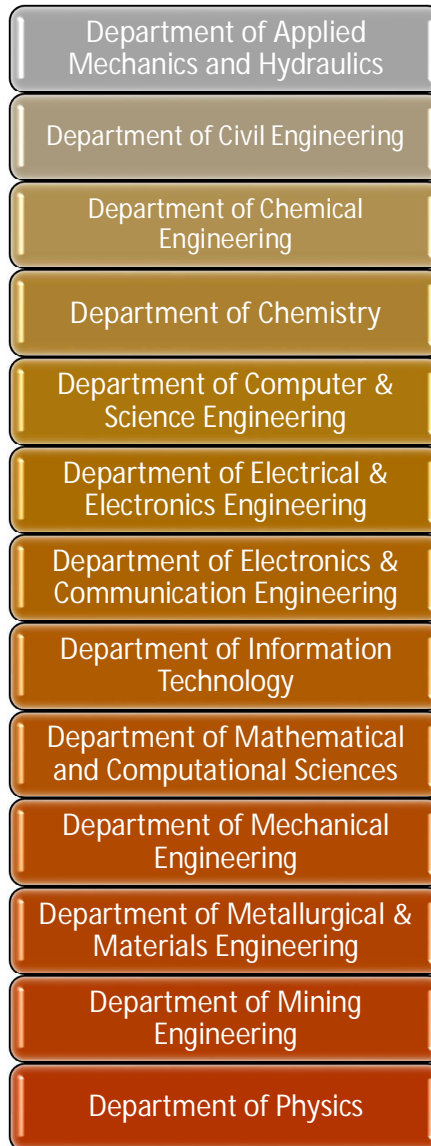
1. Effective and efficient Organization and management.
2. Attracting and nurturing talent of students.
3. Affirming highest quality of teaching and learning process.
4. Strengthening and nurturing human resources both faculty and staff.
5. Mobilization, Optimum allocation and utilization of financial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



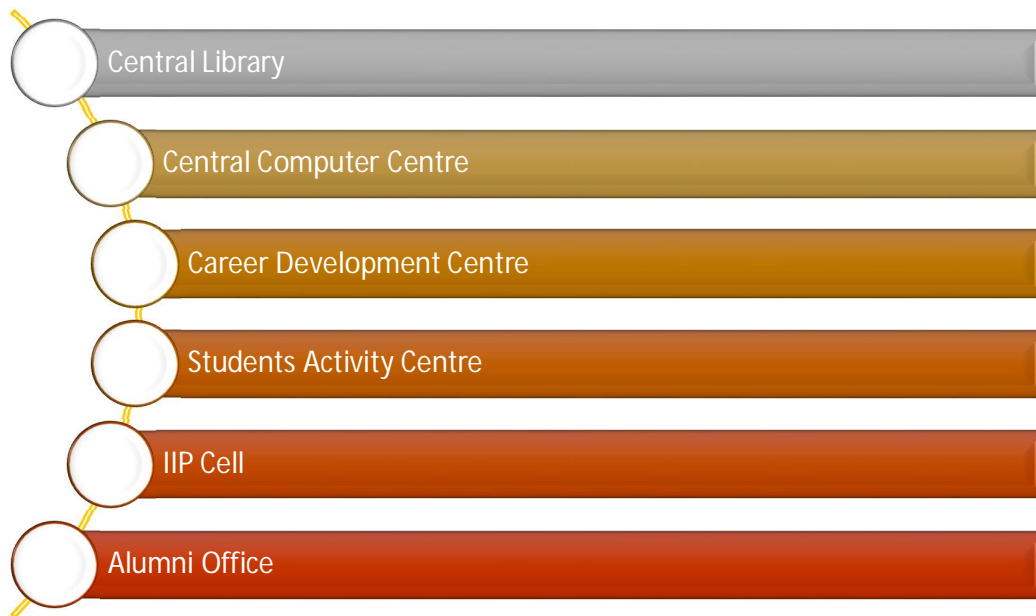
School:



Centre:



Academic Support Unit:



Grievance Redressal Process

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. Dwarakish G.S., Professor : Chairman
Dept of Applied Mechanics & Hydraulics
- ☞ Dr.U. Shripati Acharya, Professor, E & C Engg. : Member
- ☞ Dr.M.N.Satyanarayan, Associate Professor, Physics. : Member
- ☞ Dr. Sam Johnson P., Assistant Professor, MACS. : Member
- ☞ Mrs.Yashavanthi, Astt. Engg (SG-II), Computer Engg. : Member
(Rep. Non-teaching Staff.)
- ☞ Sri Vijaya Kumar Ghode, Sr. Scientific Officer, CCC : Member
(Rep.SC/ST Group).
- ☞ Dr. (Mrs.) Gangamma S., Astt. Professor, Chemical Engg.: Member
(Rep. Women).
- ☞ Sri Soumen Karmakar, Assistant Registrar (Admn.) : 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

SI. No	Members of the Committee	Departments	Email Id.	Contact Details
1	Dr. (Mrs.) Vidya Shetty K. Professor,	Chemical Engg.,	vidyaks95@nitk.ac.in	824-2474000 Ext: 4057, 3606
2	Dr. Harsha Vardhan, Assoc. Professor,	Mining Engg.,	harshanitk@gmail.com	824-474000 Extn.3373
3	Dr. Geetha V., Asst. Professor,	Information Technology	geethav@nitk.ac.in	824-2473554
4	Dr. Suprabha K. R. Asst, Professor,	School of Management	suprabha@nitk.ac.in	824-2474000 Extn. 3235
5	Sri. P. Shekar, Sr. Superintendent	Establishment Section	shekarnitk@gmail.com	824-2474000 Ext. 3019
6	Ms. Octavia Zeena D'Souza, Stenographer (SG-II)	Office of the Dean (FW)	dsouza_zina@yahoo.co.in	824-2474000 Extn. 3022
7	Mrs. Manjula V. Prasad, Secretary	Urja, Udupi (NGO member)		

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. Aloysius H. Sequeira,	Dean (FW) & Professor, School of Management, NITK Surathkal	824 - 2473225	aloysiushs@gmail.com
2.	Nodal Officer Dr. A. Kandasamy,	Part time CVO & 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 Sri Soumen Karmakar	Assistant Registrar (Administration) National Institute of Technology Karnataka Surathkal, PO Srinivasnagar MANGALURU – 575 025	0824- 2473007	aradministration@nitk.ac.in
5.	Assistant Central Public Information Officer Sri Gaurav Chowdhury	Assistant Registrar (Accounts) National Institute of Technology Karnataka, Surathkal., PO Srinivasnagar MANGALURU – 575 025	0824- 2473990	gaurav@nitk.ac.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. K. Uma Maheshwar Rao, 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.	Dr. M B Saidutta Dean (Academic)	1 st Floor, Main Building	0824-2473003
Planning, operation and Maintenance, financial matters, budget etc.,	Dr. Subhash C. Yaragal, Dean (Planning & Development)	1 st Floor, Main Building	0824-2473002
Student welfare matters, Co scholastic matters etc.,	Dr. Suresh M Hegde Dean (Student Welfare)	1 st Floor, Main Building	0824-2473004
Faculty welfare matters, Faculty Discipline, integrity and commitment.	Dr. A.H. Sequeira Dean (Faculty Welfare)	1 st Floor, Main Building	0824-2473001
Consultancy and Sponsored Research matters etc.	Dr. Ananthanarayana V.S. Dean (R&C)	1 st Floor, Main Building	0824-2473005
Alumni Affairs and Institutional Relations	Dr. Prasad Krishna Dean (AA&IR)	Ground Floor, Main Building	0824-2473911
Head of the Section on Budget, Finance, Accounts, Audit matters	Mr. Ram Mohan Y. Deputy Registrar(A/Cs)	1 st Floor, Main Building	0824-2473010
Academic matters on all Undergraduate/ Postgraduate Programmes of the Institute.	Mr. Kamlabh Kumar Singh Assistant Registrar (Academic)	1 st Floor, Main Building	0824-2473099
Administrative matters.	Mr. Soumen Karmakar Assistant Registrar (Administration)	II nd Floor, Main Building	0824-2473007
Purchase matters.	Mr. Bansod Pritam Ramesh Assistant Registrar (Accounts - Purchase)	Ground Floor, Main Building	0824-2473993
Accounts matters.	Mr. Gaurav Chowdhury Assistant Registrar (Accounts)	1 st Floor, Main Building	0824-2473990
Academic matters.	Mr. Priyanka Dattanand Amadalli, Assistant Registrar (Academic)	1 st Floor, Main Building	0824-2473096

Head of Hostel Administration and Management, Chairman of Hostel & Mess Committee, Warden's Committee etc.,	Dr. A Chitharanjan Hegde Professor in charge (Hostel Affairs)	Hostel Office	0824-2473800
Career Development activities of the students.	Dr. Vijay H. Desai, Chairman	Career Development Centre	0824-2473053
Implementation & monitoring of construction projects, operation and maintenance and annual repair etc.	Dr. B. M. Sunil Resident Engineer(i/c)	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. A. Kandasamy Part - time Chief Vigilance Officer	Dept. of MACS	0824-2473251
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