RIGHT TO INFORMATION ACT, 2005

Obligations of Public Authority

Manuals
(Updated as on 21.09.2023)

Manual 1:

1.1.3 The Mission, Vision and Objective of IIIT Lucknow is as under:

Mission, Vision and Objectives

Mission

The mission of Indian Institute of Information Technology, Lucknow, U.P.is to be a unique and world class nucleating "Apex Center of Excellence" in the area of Information Technology and Allied Sciences, so as to enhance India's Technological strength in IT and for become a pace-setting institution for other similar institutes to be established in the future. IIIT seeks to derive its strength from a linkage with sound Indian traditions of centuries past, and sets out to create knowledge-based resources in regional languages.

Vision

In line with the vision to address to the increasing skill challenges of the Indian IT Industry, as also to develop new knowledge in Information Technology and to provide manpower of global standards for the Information Technology and allied fields.

Objectives

(i)   to Emerge amongst the foremost Institutions in Information Technology and allied fields of knowledge in the global context;

(ii)   to Advance new knowledge and innovation in information technology and allied fields to empower the nation to the forefront in global context;

(iii)   to Develop competent and capable youth imbued with the spirit of innovation and entrepreneurship with the social and environmental orientation to meet the knowledge needs of the country and provide global leadership in information technology and allied fields;

(iv)   to Promote and provide transparency of highest order in matters of admission, appointments to various positions, academic evaluation, administration and

finance;

1.2. Power & duties of the Institute Functionaries:

Sr. No.	Designation	Powers & Duties
1	Director **Dr. Arun Mohan Sherry w.e.f. 28.02.2019**	The Director shall be the appointing authority of, - 1. Deans and Associate Deans. 2. Heads of Departments or Schools or Centers of academic and administrative units; 3. Chief Warden, Wardens and Assistant Wardens of the Hostels and faculty associated. 4. Subject to the budget provisions made for the specific purpose, theDirector may incur expenditure in accordance with the procedure as may be laid down by the Board from time to time. 5. The Director may re-appropriate funds with respect to different items constituting the recurring budget up to such limit for each itemas may be determined by the Board from time to time: Provided that such re-appropriation shall not involve any liability in subsequent years and every such re-appropriation shall, as soon as possible, be reported to the Board. 6. The Director may waive recovery of overpayment up to such limitas may be determined by the Board from time to time, made to an employee, not detected within twenty-four months of payment and every such waiver shall, as soon as possible, be reported to the Board. 7. The Director may write off irrecoverable losses and irrecoverablevalue of stores lost or rendered unserviceable due to fire, wear and tear on the recommendation of aStanding Committee appointed by the Board for such purpose subject to such financial limit, as may bespecified by the Board from time to time. 8. The Director may employ technicians and workmen paid out of contingencies involving such emoluments as may be stipulated by the Board from time to time. 9. The Director may send the employees for training or for a courseof instruction subject to such terms and conditions as may be laid down by the Board from time totime. 10. The Director may sanction remission or reduction of rent forbuildings rendered wholly or partially unsuitable. 11. The Director may sanction temporary allocation of any building forany purpose other than that for which it was constructed. 12. In exceptional cases, subject to availability of funds, the Directormay create temporary posts with the approval of the Chairperson, of not more than two years' duration on consolidated pay and under report to the Board. 13. The Director may exercise the powers of a Head of Departmentfor the purposes of the Account Code, the Fundamental and Supplementary Rules and other rules of the Government in so far asthey are applicable or may be made applicable to the conduct of the business of the Institute. 14. If for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Director may take over, or assign to anyemployee of the Institute, any of the functions of the Registrar as he orshe deems fit: Provided that if, at any time, the temporary absence of the Registrarexceeds one month, the Board may, if it thinks fit, authorise the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.

		All contracts for and on behalf of the Institute except the one between the Institute and the Director shall when authorized by a resolution of the Board passed in that behalf, be in writing and be

		made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Registrar. 15. The Director may, at his discretion, constitute such Committees as he or she may consider appropriate. 16. In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his or her death, resignation, or otherwise or in the event of the Chairperson being unable to discharge his or her functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson .
2	HoDs	The Head of the Department or Centre or School, as the case may be, shall be responsible for the entire working of the academic unit subject to the general control of the Director. The Head of the Department or Centre or School shall ensure that the decisions of the authorities of the Institute are properly implemented and shall perform such other duties as may be assigned to him by the Director.
3	Registrar	All orders and decisions of the Board shall be authenticated by the signature of the Registrar or any other person authorised by the Board in this behalf. The Registrar shall send a written notice of every meeting to every member at least two weeks before the date of the meeting and the notice shall state the place and the date and time of the meeting: The Registrar shall circulate the agenda of the meeting to the members at least two weeks before the meeting, except in case of special meeting. The Registrar shall draw the minutes of the proceedings of a meeting in consultation with the Director and circulate to all members of the Board with the approval of the Chairperson and the minutes, along with any amendment suggested, shall be confirmed at the next meeting of the Board or by way of circulation. The Registrar shall circulate a written or electronic notice of every meeting, together with the agenda to the members of the Senate at least a week before the meeting: The Registrar shall draw the minutes of the proceedings of a meeting of the Senate with the approval of the Chairperson of the Senate and circulated to all the members of the Senate:

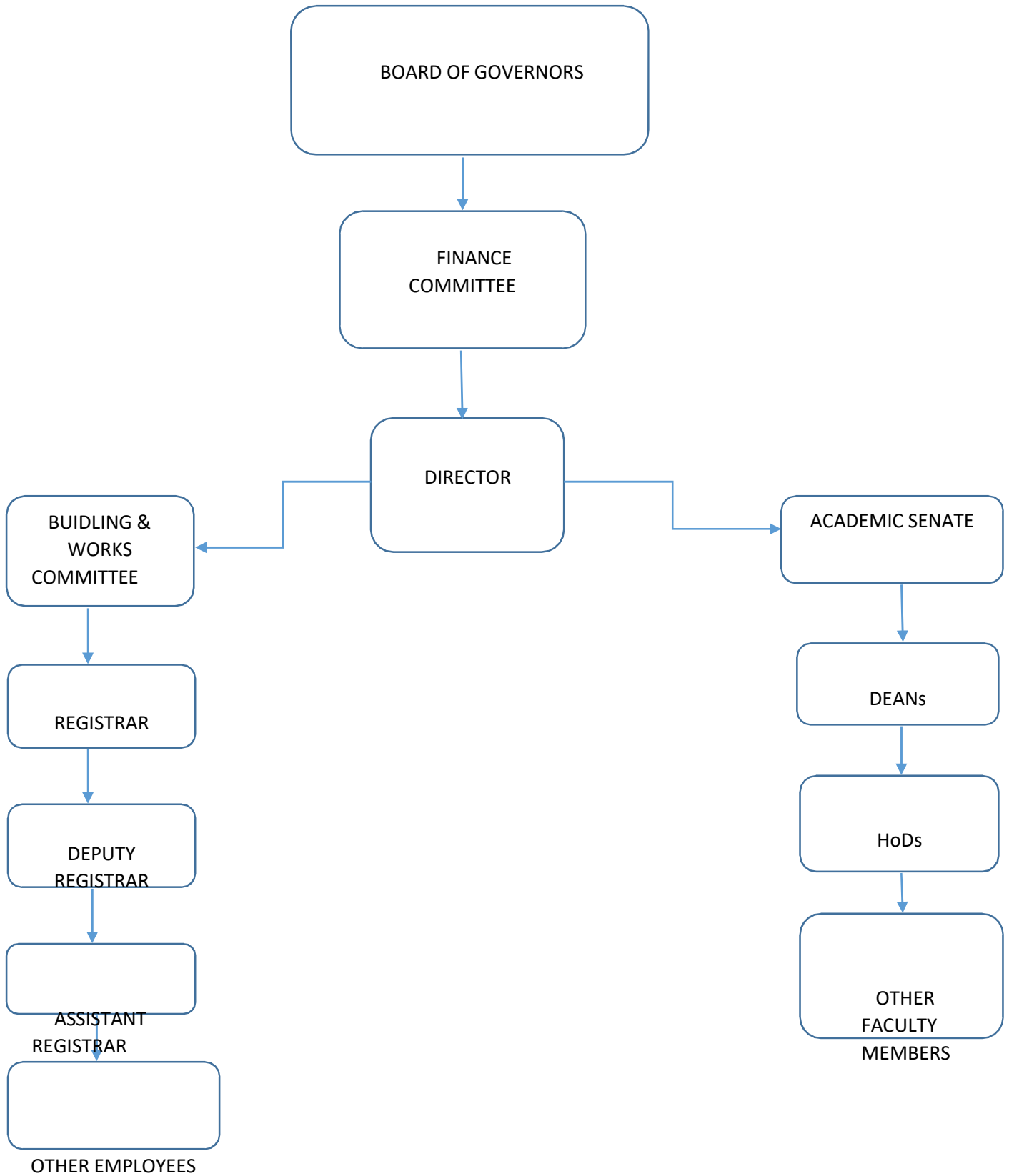| 4	Faculty, Other officers and employees	Power & Duties are derived from the Act and Statutes of IIIT Lucknow and the work is allocated in accordance with the same. Further, the power and duties as per the dynamic requirement of the Institute may be assigned to the employees by the Institute from timeto time. ***The details of work allocation (Office Orders) are attached.***

Rules/orders under which powers and duty are derived:

Power & Duties are derived from the Act and Statutes of IIIT Lucknow and the work is allocated in accordance with the same.

1.1.5

ORGANIZATION CHART

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                    ┌─────────────────────┐
                    │  BOARD OF GOVERNORS  │
                    └─────────────────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │       FINANCE        │
                    │      COMMITTEE       │
                    └─────────────────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │       DIRECTOR       │
                    └─────────────────────┘
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BUIDLING & WORKS COMMITTEE

REGISTRAR

DEPUTY REGISTRAR

ASSISTANT REGISTRAR

OTHER EMPLOYEES

ACADEMIC SENATE

DEANs

HoDs

OTHER FACULTY MEMBERS

1.3 Process of Decision Making: As per Act and Statues of IIIT Lucknow.

Through BoG regarding the matters (not limited to) pertaining to:

1. Starting of new courses
2. Establishment departments, faculties or school of studies
3. Examination & Finalization of the annual budget of the Institute
4. Creating of Teaching & Non-Teaching positions
5. Conferment of honorary degrees

Through Senate regarding the matters (not limited to) pertaining to:

1. Academic calendar and Court Content finalization
2. Appointment of examinations, moderators etc.
3. Approval of grant of Degree

Through Director- regarding the matters (not limited to) pertaining to:

1. Appointment of HoDs
2. Approval of various agenda to be placed before the BoG, Senate, Finance Committee and Building & Works Committee
3. Sanctioning of Leaves, Grant of NoCs to the employees and Recruitment

1.6 The details of HoDs of the Institute are as under:

Sr. no.	Name of Department	Year of Inception	Name of present HoD
1	Department of Management & Humanities	2020	Dr. Niraj Kumar Vishvakarma
2	Department of Mathematics	2020	Dr. Mary Samuel
3	Department of Computer Science	2020	Dr. Mainak Adhikari
4	Department of Information Technology	2015	Dr. Deepshikha Agarwal

1.3.5 **Channel of supervision and accountability**: Every employees of IIIT Lucknow are accountable to the duties assigned by the competent authority and the channel of supervision is as per the organization chart.

1.4.5 Process of redressal of grievances:

For Students through Students Grievance Redressal committee (SGRC)

The constitution of the SGRC is as under: –

Dr. Neelu	–	Chairperson
Dr. Rahul Kumar Verma	–	Member (representing SC)
Dr. Mary Samuel and student Coordinator)	–	Member (Female member, Hostel Warden
Shri Vivekanand Sinha	–	Member (AR-AFA)
Students Representative	–	On case to case basis- Special Invitee

Procedure: - A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC). In considering the grievances before it, the SGRC shall follow principles of natural justice. The SGRC shall send its report with recommendations, if any, to the concerned department and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint. Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Director, within a period of fifteen days from the date of receipt of such decision.

For aggrieved women employee/female student to Internal complain Committee (ICC):

How to file a complaint?

A formal written complaint must be filed either as a hard copy or an email within 90 days of the incident about which the complaint is being filed. The ICC is required to complete the process of inquiry and submit its report within 90 days of the filing of the complaint. The formal complaint must contain the following:

      a.   Date and time of the incident

      b.   The place where it occurred

      c.   Name and contact information of the accused
      d.   Name and contact information of witnesses
      e.   Detailed description of the incident

This cell undertakes inquiries with regard to complaints of sexual harassment from aggrieved women employees (as defined under the Act, 2013). The complaint is kept totally confidential, and adequate protection is provided to the complainant, where necessary. Complaints are heard expeditiously while adhering to the principles of Natural Justice. Necessary recommendations are provided to the Authority on the basis of the findings of the inquiry.

For the employees:

As per Section 24 of Statues of IIIT Lucknow.
Grievance redressal mechanism. - (1) A grievance redressal mechanism in the form of a subcommittee of the Board shall be constituted and the committee shall function with proactive disclosure of its decisions on Institute website in order to enhance transparency.

(2) In case of a complaint by an employee or faculty or student is not resolved by the mechanisms in place in the Institute, the same shall be referred to the sub-committee of the Board and the decision thereof shall be communicated to such employee or faculty or student. (3) The complainant shall have the right to refer the matter to the Central Government if he or she is of the opinion that justice has not been done by the Decision of the Board.

1.5 The following records/manuals/rules/regulation for discharging function are available on the website of IIIT Lucknow

1. IIIT PPP Act, 2017- Link
2. IIIT STATUTES- Link
3. MINUTES OF MEETING OF GOVERNING BODY, BOG, FC, BWC-Link
4. RECRUITMENT & PROMOTION NORMS OF TEACHING & NON-TEACHING- Link
5. CCS LTC RULE 1988- Link
6. LEAVE & CONDUCT RULES as per SCHEDULE I & II of Statutes of IIIT Lucknow

All information (Act, Statutes, Minutes, Tender Manual etc) are available on the website at **free of cost.** If someone requires the material, then the same may be provided at **price as prescribed** in the RTI act 2005.

Transfer Policy- As IIIT Lucknow is an Autonomous Institute so there is no policy pertaining to the transfer of employees of other Institute or vice versa. However, Internal transfer of employees as per the dynamic requirements of the Institute may be done as and when required.

1.7.1 Composition:

Board of Governors. —

(1) The Board of Governors of each Institute shall be the principal policy making and executive body of the Institute.

(2) The Board shall consist of the following members, namely: —

(a) Chairperson, an eminent technologist or industrialist or educationist to be nominated by the Visitor on the recommendation of the Central Government;

(b) one nominee each of the Central Government and the concerned State Government;

(c) three eminent persons, of which at least one shall be a woman, appointed by the Board out of industry, research laboratories, and civil society, one from each category;

(d) two eminent academicians appointed by the Board;

(e) one nominee representing each of the industry partners: Provided that if there are more than two industry partners then the number of representatives of industry partners at any time would be limited to two, chosen amongst themselves by rotation every two years;

(f) Director of an Indian Institute of Technology or a National Institute of Technology located in the region, to be nominated by the Board;

(g) two members from the faculty of the Institute, preferably one Professor and one Associate/Assistant Professor, to be nominated by the Senate;

(h) one person from the Scheduled Castes or the Scheduled Tribes distinguished in the field of education or industry or social service or public service, to be nominated by the Board, in case any of the above do not belong to the Scheduled Castes or the Scheduled Tribes; and

(i) Director of the Institute, ex officio.

(3) Registrar of the concerned Institute shall be the ex officio non-member Secretary of the Board. (4) The First Board of Governors shall be notified by the Central Government by obtaining nominations under sub-section (2), other than the members referred to in clauses (c), (d), (f) and (h), which shall be decided in the first meeting of the Board of Governors.

15. **Term of office of, vacancies among and allowances payable to, members of Board.—**

(1) Save as otherwise provided in this section, the term of office of the Chairperson or any other member of the Board, other than an ex officio member, shall be for a period of three years from the date of nomination.

(2) The term of office of an ex officio member shall continue so long as the member holds the office by virtue of which he is a member.

BUILDING & WORKS COMMITTEE
Members may kindly be apprised about the constitution of BWC of IIIT Lucknow as per Section 23 of Statutes of IIIT Lucknow 2017, the composition of the members for constituting the BWC are as under:

Sr. No.	Statutes of IIIT Lucknow 2017	Composition	Member
1	2	3	4
1.	23 (1) (1)	Director, Chairman	Dr. Arun Mohan Sherry Director, IIIT Lucknow.
2.	23 (1) (2)	Nominee of the Government of India on the Board or his nominee	Prof. S.N Tripathi Head, Dept. of Civil Engineering IIT Kanpur.
3.	23 (1) (3)	Nominee of the State Government on the Board or his nominee	Shri Shailendra Kumar, Lecturer, Civil Engineering, Rajkiya Polytechnic, Lucknow.
4.	23 (1) (4)	Member of the Board belonging to an industry partner or his nominee	M.D, UP Electronic Corporation.
5.	23 (1) (5)	Two Deans of the Institute, one handling Estate Matters and the	Dean (IPR) & Dean (Academics)

S.No.	Under Section	Composition	Member
6.	23(1)(6)	Two experts from outside the Institute are to be appointed by the Board	Shri. A.K. Rai, Retd. GM (Civil), U.P. Jal Nigam
7.			Shri Arvind Kumar Mathur
8.	23 (1) (7)	The Officer in-charge of Estate of the Institute or Registrar if he is the officer in-charge of the Estate.	AR(AES)- As Member Secretary

The tenure of every member other than ex-officio members, shall be three years

FINANCE COMMITTEE:

S.No.	Under Section of IIIT-PPP Act, 2017	Composition	Member
1	2	3	4
1.	20 (1) (a)	The Chairperson of the Board shall be the ex officio Chairperson of the Committee	Secretary Higher Education MoE, Govt. of India
2.	20 (1) (b)	One representative of the Government of India, Ministry of Human Resource Development, Department of Higher Education handling the matters relating to finance, ex officio	*ex officio* Director (Finance), MoE, Govt. of India
3.	20 (1) (c)	One representative of the State Government in which the Institute is located, ex officio	*ex officio* Special Secretary, Technical Education Section-I, UP Govt.
4.	20 (1) (d)	One representative of the industry partners chosen from amongst themselves	Managing Director U P Electronics Corporation Limited
5.	20 (1) (e)	The Director, ex officio	Director IIIT Lucknow

6.	20 (1) (f)	The officer in-charge of finance and accounts of the Institute, ex officio Secretary	AR-AFA, ASSISTANT REGISTRAR IIIT Lucknow
7.	As per MHRD letter no. F.No. 29-20/2011-TS.1 dated 5th February, 2019 point no. 2	*"Further, to bring better efficiency in expenditure during the initial stage of the Institute, it has been decided to include Director or his representative handling the matter relating to IIITs as the SpecialInvitee of the Central Govt. in the Finance Committee."*	Director IIITs Govt. of India or his representative **Special Invitee**

(2) The members of the Finance Committee other than ex officio members shall hold office for a term of three years.

Senate. —

(1) The Senate of every Institute shall consist of the following persons, namely: —

(a) the Director of the Institute who shall be the ex officio Chairperson of the Senate;

(b) all Deans, ex officio;

(c) heads of all departments, faculties or schools, ex officio, as the case may be, of the Institute;
(d) all full-time professors other than the Deans or heads of the Departments;

(e) three persons from amongst educationists of repute or persons from another field related to the activities of the Institute who are not in service of the Institute, nominated by the Board; (f) three persons who are not members of teaching staff co-opted by the Senate for their specialised knowledge; and

(g) Registrar of the Institute, ex officio Secretary.

(2) The term of office of members nominated under clauses (e) and (f) shall be for a period of two years from the date of nomination

1.4 Academic Programmes

Indian Institute Information Technology, Lucknow started its academic endeavours in 2015. The Institute offers 03 B.Tech., M.Tech., MBA (Digital Business), 03 Post Graduate Diploma programmes. It also offers doctoral programmes in Computer Science, Mathematics, Management & Humanities. Separate course structure was designed and offered to the students of IIIT Lucknow.
The offered programmes in academic year 2020-21 are

i. B.Tech. in Information Technology (B.Tech.(IT))

ii. B.Tech. in Computer Science (B.Tech.(CS))

iii. B.Tech. in Computer Science &; Artificial Intelligence (B.Tech.(AI&ML))

iv. B.Tech in Computer Science & Business

iv. M.Tech. in Computer Science

v. MBA (Digital Business)

vi. Post Graduate Diploma in Business Management

vii. Post Graduate Diploma in Data Science

viii. Post Graduate Diploma in Artificial Intelligence &; Machine Learning

ix. Ph.D. in Computer Science, Mathematics, and Management & Humanities

Admission Procedure

Bachelor of Technology (B.Tech.) (4 years/8 Semester): Admissions are made on the basis ofJEE (Mains) and counselling is conducted by CSAB, on behalf of the Govt. of India, MoE (erstwhile MHRD).

M.Tech- Through Gate and Institute Entrance Examination

M.B.A. and P.G. Diploma- Through Institute Entrance Examination

1.4.1 Timeline for achieving the target: As per the Academic Calendar of the Institute. ***Attached***

1.12.4 Guidelines on RTI: The guidelines and manual on RTI are completed on regular basisby the Institute and the last date of updation is 01.10.2022

3.5.1 List of Material free of cost: All information (Act, Statutes, Minutes, Tender Manual etc) are available on the website at free of cost. If someone require the material, then the samemay be provided at price as prescribed in the RTI act 2005.

Reply to Parliament question **Same as placed on website.**

Functions & Duties:

The functions and duties of the institute are detailed in the Act and the Statutes of the Institute

Any other Details – the genesis, inception, formation of the departments and HoD from time to time as well as Committees constituted:

Brief History of the institute along with formation of other department is given in the first page of this manual. Formation of various departments along with HoDs, faculty & staff, Facilities/laboratories etc. are given under the Link Academics – Department & Centres in the institute website;

Faculty   Non- Teaching Staff

Name of Director:

Names	Dates		
	From	**To**	
Dr. Arun Mohan Sherry	28.02.2019	Till date	The said detail is available in the Annual Reports of the Institute– https://iiitl.ac.in/wp-content/uploads/2023/09/Annual-Report-Eng.-2021-22.pdf
Prof. P. Nagabhushan	19.05.2017	27.02.2019	
Prof. G.C. Nandi	25.07.2016	19.05.2017	
Prof. Somenath Biswas	03.11.2014	24.07.2016	

Name of Head of Departments:

Name of Department	Name of Head of Department	Dates	
		From	**To**
Computer Science	Dr. Soumendu Chakraborty	July 2020	Oct 2021
	Dr. Mainak Adhikari	29.10.2021	Till date
Information Technology	Dr. Brijesh Kumar Chaurasiya	April 2019	Nov 2021
	Dr. Deepshikha Agarwal	29.10.2021	Till date
Management & Humanities	Dr. Vinod Kumar	03.07.2020	-----------
	Dr. Niraj Kumar Vishvakarma	17.03.2022	Till date
Mathematics	Dr. Dhananjoy Dey	13.01.2023	July 2023
	Dr. Indira Mishra	17.03.2022	30.06.2023
	Dr. Mary Samuel	31.07.2023	Till date

Name of Deans/Associate Deans:

Dean Academics	Dr. Ashutosh Mishra	July, 2019	Aug 2020
	Dr. Dhananjoy Dey	Aug 2020	Till Date
Dean (IPR)	Dr.Dhananjoy Dey	July 2020	Till Date

Programs and Activities

IIIT, Lucknow encourages its students to balance their academics and co-curricular activities. This allows for an all-round development, as evidenced by the numerous projects undertaken and the participation in sports and cultural events. This is evident from the wide repertoire of projects that they have done as well as their participation in sports and cultural events.The institute also encourages the students to showcase their research in national conferences and workshops. The students work as Teaching Assistants, guiding and aiding the students in the batches that are junior to them.Our students take part in many renowned programming competitions like **ACM-ICPC** and **Capture the Flag (CTF)** and our students are honing their skills on websites like Topcoder, SPOJ, CodeChef etc. in various languages.

The details of respective student's club and events are mentioned below:

CULTURAL CLUBS

Index

About the Academic Programme and Faculty

The objectives of the programs offered by the Department of Information Technology and Department of Computer Science are:

- To equip students with state of art knowledge and skill in Information Technology andto produce engineers with outstanding ability.
- To create future leaders of IT industry and profession.
- To add to the existing intellectual pool of young minds to meet the growing demandsof the nation in Information Technology and
- To lay a foundation for life-long learning ability and a capacity for adaptation in the ever changing world.

The programs aim to achieve these objectives by moulding young talents as engineers who can recognize and solve problems in different technical and social domains. The main emphasis ofthe programs is to instill inquisitive thinking and curiosity with a sense of service to the nationand society at large; and with a capacity to recognize the need for a change and drive the changeto make the world a better place to live. The following are the faculty members:

- Dr. Dhananjoy Dey
- Dr. Brijesh Kumar Chaurasia
- Dr. Soumendu Chakraborty
- Dr. Vishal Krishna Singh
- Dr. Mary Samuel
- Dr. Niharika Anand
- Dr. Vinod Kumar
- Dr. Indira Mishra
- Dr. Neelu
- Dr. Bindu Singh
- Dr. Mainak Adhikari
- Dr. Rahul Kumar Verma
- Dr. Deepshikha Agarwal
- Dr. Varun Sharma
- Dr. Niraj Kumar Vishwakarma
- Dr. Chandranath Adak
- Dr. Abhinesh Kaushik
- Dr. Muskaan Singh
- Dr. Naveen Saini

Name, designation and other particulars of the Nodal Officer for RTI:

Dr. Abhinesh Kaushik (21.08.2023 to till date)
Assistant Professor, Department of Computer Science
https://iiitl.ac.in/index.php/cpio-of-iiitl/

The name, designation and other particulars of the First Appellate Authority

Dr. Dhananjoy Dey
Associate Professor, Department of Mathematics
https://iiitl.ac.in/index.php/cpio-of-iiitl/

Name, designation and other particulars of the Central Public Information Officer (CPIO)

Dr. Abhinesh Kaushik (21.08.2023 to till date)
Assistant Professor, Department of Computer Science
https://iiitl.ac.in/index.php/cpio-of-iiitl/

Faculty In-Charge Vigilance- Dr. Niharika Anand Since 2021