

# Organisation and Function

| S.No. | Item   | Disclosure Details  |
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| 1     | Organisation and Function  |   |
| 1.1   | Particulars of Organisation, Functions and Duties [Section 4(1)(b)(i)] |   |
| 1.1.1 | Name and Address of the Organization                                   | Indian Institute of Technology (BHU) Varanasi<br>Website:- <a href="https://iitbhu.ac.in/">https://iitbhu.ac.in/</a>  |
| 1.1.2 | Head of the organization   | Prof. Amit Patra, Director<br>Email: <a href="mailto:director@iitbhu.ac.in">director@iitbhu.ac.in</a><br>Tel No: +91 542 2368106, 2368427<br>Please click <a href="#">here</a> to view the message of the Director.<br>Please click <a href="#">here</a> to view Former Directors, IIT (BHU), Varanasi  |
| 1.1.3 | Vision, Mission and Key Objectives                                     | <p><b><u>Vision</u></b></p> <p>The institute aspires to be a harbinger of modern interdisciplinary technological advancement in the country and at a forefront of imparting quality education by use of innovative pedagogy culminating traditional with contemporary methods. The institute also envisions building best in class infrastructure that not just attracts outstanding faculty, staff and students but also help institute to create an atmosphere for developing technologically astute professionals with a strong entrepreneurial spirit.</p> <p>Pursuance of Value Based Excellence in Science &amp; Technology Education and Research. To serve Humanity through enlightened and morally sound human capital. To contribute to the development of the nation by solving the problems of the nation and society at large.</p> <p><b><u>Mission</u></b></p> <p>IIT(BHU) is committed to imparting quality education using modern teaching methods and by designing curriculum that is abreast with latest technological advancements in the industry. The institute continually pursues to solve complex societal problem and to support the nation in its march towards technological advancement. The institute is steadfast and resolute in creating an environment aimed at learning and development of students, faculty and staff alike. The institute continues to produce innovative research papers regularly published in leading world-renowned journals and magazines. IIT (BHU) is also forging new alliances with other institutions and is engaged in inter disciplinary technology advancement to solve key society and national problems. Broadly, IIT (BHU)'s mission is:-</p> <p>To groom the next generation of thought leaders. To impart high quality of research &amp; innovation oriented education to enable students to solve challenging grand problems of the future.</p> <p>To conduct innovative, fundamental and interdisciplinary research geared towards solving the societal problems while aligning with regional, national and international priorities.</p> |

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|       |   | <p>To regularly interact and engage with Industry, Professionals, R&amp;D establishments, Alumni and the Society to meet National and Regional needs as may be identified by Government of India, and concerned State Governments.</p> <p>To collaborate and interact with Institutions of higher learning at Global and National Levels for enriching the Academic and R&amp;D processes, activities and functionalities.</p> <p><b>Objectives</b></p> <p>To produce highly motivated and confident graduates for serving the nation and humanity.</p> <p>Continuous engagement of Industry, Professionals, R&amp;D establishments, Alumni and the Society.</p> <p>Collaboration and interaction with Institutions of higher learning at Global and National Levels for enriching the academic and R&amp;D processes, activities and functionalities.</p> <p>Working for National and Regional needs as may be identified by Government of India, and concerned State Governments.</p> |
| 1.1.4 | Functions and Duties  | As per <a href="#">IIT Act</a> and <a href="#">IIT BHU Statutes</a>   |
| 1.1.5 | Organization Chart  | Please click <a href="#">here</a> to view the Organization Chart  |
| 1.1.6 | Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions consulted from time to time have been dealt | <p>Administrative Committees</p> <p>The details about various department and HoDs can be viewed <a href="#">here</a></p> <p>Board of Governors Please click <a href="#">here</a> for the details</p> <p>Finance Committee Please click <a href="#">here</a> for the details</p> <p>Building and Works Please click <a href="#">here</a> for the details</p> <p>Internal Complaints Committee Please Click <a href="#">here</a> for the details</p> <p>Teacher's Grievance Committee Please click <a href="#">here</a> for the details</p> <p>Non-Faculty Grievance Committee Please click <a href="#">here</a> for the details</p> <p>Institutional Anti-Plagiarism Committee (IAPC) Please click <a href="#">here</a> for the details</p> <p>Liaison Officer Please click <a href="#">here</a> for the details.</p>  |
| 1.2   | Power and Duties of its Officers and Employees [Section 4(1) (b)(ii)]   |   |
| 1.2.1 | Powers and Duties of Officers (administrative, financial and judicial)  | <p><b>Director</b> is the Principal Academic and Executive Officer of the Institute. The Director shall be responsible for the proper administration of the Institute and for the imparting of the instruction and maintenance of discipline therein. The Director has the power to incur expenditure in accordance with the procedure as may be laid by the Board/Ministry of Education from time to time.</p> <p><b>Deputy Director</b> is appointed by the Board on the recommendation of the Director, from among the faculty members of the Institute. The Deputy Director shall assist the Director in such academic and administrative work as may be considered necessary from time to time.</p>  |

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|       |  | <p><b>Dean(s)</b> is appointed by the Board, from among the faculty members of the Institute, for performing such duties and functions and on such terms and conditions as the Board may decide from time to time.</p> <p><b>Head of the Department</b> is appointed by the Director, from among the Academic staff of the Institute. The Head shall be responsible for the activities under his/her charge subject to the direction and general control of the Director. It is the duty of the Head to see that the teaching, research and development, administrative and other activities and the decisions of the authorities of the Institute and of Director are faithfully carried out.</p> <p><b>Registrar</b> is the custodian of records, funds of Institute and such other properties of the Institute.</p> |
| 1.2.2 | Power and Duties of other Employees                                  | <p>The Powers and Duties of the Officers and Employees are derived from the Acts and Statutes and exercised as per the details provided in the following links:-</p> <p><a href="#">The Institute of Technology Act 1961</a><br/> <a href="#">The First statutes IIT BHU, 2017</a></p>   |
| 1.2.3 | Rules/ orders under which powers and duty are derived and            | <p>The admission of students and research scholars to various undergraduate and post graduate courses and PhD is based on guidelines framed for admission to these courses.</p>  |
| 1.2.4 | Exercised  | <p>Please click the following links for details:-</p> <p><a href="#">Delegation of Financial Power and Rules</a><br/> <a href="#">Purchase Manual</a><br/> <a href="#">Fundamental Rules &amp; Supplementary Rules</a><br/> <a href="#">General Financial Rules 2017</a></p> <p>Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India Administrative Procedures are as per the CCS Conduct Rules</p>   |
| 1.2.5 | Work allocation  | As per the details in 1.2.1 and 1.2.2  |
| 1.3   | Procedure followed in decision-making process [Section 4(1)(b)(iii)] |  |
| 1.3.1 | Process of decision making<br>Identify key decision-making points    | <p>Decisions are taken in accordance with the provisions of the Act/Statutes/Ordinances/Academic Rules &amp; Regulations / Policies, Rules etc. of the Institute received from Ministry of Education and the decisions taken by BoG from time to time and procedures/practices of the Institute. Policy matters are decided at the level of Director/BoG.</p> <p>The Director, Deans, Registrar and Officers of the institute have been authorised by the Institutes <a href="#">IIT Act</a> and <a href="#">IIT BHU Statutes</a> through the Delegation of Financial Powers to take key decisions.</p> <p>The Institute has adopted a decentralised administrative structure, thereby enabling Departments to take decisions in conformity with the rules of the Institute and within the delegated powers.</p>       |

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| 1.3.2 | Final decision-making authority                        | The Director in most cases and the Board of Governors in specific cases as mandated in <a href="#">IIT Act</a> and <a href="#">IIT BHU Statutes</a> .   |
| 1.3.3 | Related provisions, acts, rules etc.                   | Please click here <a href="#">IIT Act</a> and <a href="#">IIT BHU Statutes</a>  |
| 1.3.4 | Time limit for taking decisions, if any                | Time taken for taking various decisions in various sections are as follows:<br><a href="#">Citizens Charter English.pdf</a><br>Academic Targets are achieved as per the academic calendar prepared by the Institute: <a href="#">Academic Calendar</a>  |
| 1.3.5 | Channel of supervision and accountability              | As per the Organizational Structure and Hierarchy of the institute.<br>Please click <a href="#">here</a> to view the Organization Chart   |
| 1.4   | Norms for Discharge of Functions [Section 4(1)(b)(iv)] |   |
| 1.4.1 | Nature of functions/ services offered                  | Primarily the Institute is teaching/research organization imparting knowledge of B.Tech./M.Tech./Ph.D. students beside consultancy services are also offered.   |
| 1.4.2 | Norms/ standards for functions/ service delivery       | Norms and standards for various activities of the Institute are those laid down by the competent authority, such as, the BoG, the Senate & the Finance Committee. The Annual Report is prepared under the direction of the BoG & the Senate. The Annual Report of the Institute along with Audited Accounts are tabled in both the Houses of Parliament every year.<br>IIT (BHU) is an Institution of National Importance devoted to teaching and research.<br>The Offices/Departments/Centres/Hostels, etc. are located in BHU Campus, which facilitate quick communication channels to and fro. Senior Officers meetings under the chairmanship of the Director are held to examine and suggest actions to be taken for regular and continuous improvement of the work process.<br>The general code for the discharge of its daily functions is to accomplish work on a day-to-day basis with effectivity and efficiency, keeping in view the requirements and urgency of each case.  |
| 1.4.3 | Process by which these services can be accessed        | Please click the following links for details on the facilities available at IIT BHU, Varanasi.<br><u>Central Facilities</u><br><ul style="list-style-type: none"> <li>➤ <a href="#">Centre for Computing and Information Services (CCIS)</a></li> <li>➤ <a href="#">Central Instrument Facility</a></li> <li>➤ <a href="#">Supercomputing Center</a></li> <li>➤ <a href="#">Gandhi Technology Alumni Centre</a></li> <li>➤ <a href="#">Shreenivas Deshpande Library</a></li> <li>➤ <a href="#">Main Workshop</a></li> <li>➤ <a href="#">Institute Works Department</a></li> <li>➤ <a href="#">Precision Engineering Hub</a></li> <li>➤ <a href="#">Centre for Faculty Development &amp; Educational Technology</a></li> <li>➤ <a href="#">Training and Placement Cell</a></li> </ul> <u>Entrepreneurship &amp; Incubation</u><br><ul style="list-style-type: none"> <li>➤ <a href="#">Ideation Innovation &amp; Incubation (I-3) Foundation</a></li> <li>➤ <a href="#">RKVY – RAFTAAR Agri Business Incubator (R-ABI)</a></li> <li>➤ <a href="#">The Entrepreneurship Cell</a></li> </ul> |

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|       |  | <p><u>Others Facilities</u></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Jay Chaudhry Software Innovation Centre</a></li> <li>➤ <a href="#">Joint Incubation Center</a></li> <li>➤ <a href="#">I-DAPT Hub Foundation</a></li> <li>➤ <a href="#">Coforge Data and AI Lab</a></li> </ul> <p>Please click here to view <a href="#">{Scholarship &amp; Refund Process}</a><br/><a href="#">Hostel rule.docx</a></p>  |
| 1.4.4 | Time-limit for achieving the targets   | As per Sr.No. 1.3.4  |
| 1.4.5 | Process of redressal of grievances   | <p>The Institute has constituted separate grievance committees for faculty/non-faculty and students. These committees consider and examine grievances and recommend corrective action. The recommendations are considered by the Competent Authority and accordingly implemented as per approval. The link to various grievance committees of the institute is given below:</p> <p>RTI applications can be filed <a href="#">here</a>.</p> <p><b><u>Administrative Committees:-</u></b></p> <p>Faculty: <a href="#">Teacher's Grievance Committee</a></p> <p>Non-Faculty: <a href="#">Non-Faculty Grievance Committee</a></p> <p>Internal Complaints Committee: <a href="#">Internal Complaints Committee</a></p> <p>IAPC: <a href="#">Institutional Anti-Plagiarism Committee</a><br/><a href="#">Anti Ragging Committee and Anti Ragging Policy</a></p> <p>Please click <a href="#">here</a> to go to the <b>Central Public Grievance Portal (CPGRAMS)</b></p> <p><b>Nodal Officer</b><br/>Nodal Officer- Dr. Amit Kumar Singh, Deputy Registrar (GAD)</p> <p><b>Chief Vigilance Officer</b><br/>Dr. Rakesh Kumar Misra, Professor,<br/>Department of Electrical Engineering,<br/>IIT (BHU) Varanasi</p> |
| 1.5   | Rules, Regulations, Instructions Manual and Records for Discharging Functions [Section 4(1)(b)(v)] |  |
| 1.5.1 | Title and nature of the record/<br>manual /instruction   | Please click <a href="#">here</a> for details.   |
| 1.5.2 | List of Rules, regulations,<br>instructions manuals and records.                                   |  |
| 1.5.3 | Acts/ Rules manuals etc.   |  |
| 1.5.4 | Transfer Policy and Transfer Orders  | The link to transfer orders and guidelines for 1.13.1 - Transfer policy and transfer orders: Relocation/Rotation/Transfer of Group 'A' Officers and Staff (all categories regular, contract and daily waged) of the Institute.   |

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|       |   | For details of Transfer Policy please click <a href="#">here</a> .<br>For details of Transfer Orders please click <a href="#">here</a> .  |
| 1.6   | Categories of Documents held by the Authority under its Control [Section 4(1)(b) (vi)]                            |   |
| 1.6.1 | Categories of documents   | Please click <a href="#">here</a> for details.  |
| 1.6.2 | Custodian of documents / categories   | The custodian of all the documents is the Registrar. Further, the documents pertaining to individual departments/units are under the custody of concerned unit in charge/head of the department.                                  |
| 1.7   | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] |   |
| 1.7.1 | Name of Boards, Council, Committee etc.   | Board of Governors Please click <a href="#">here</a> for the details<br>Finance Committee Please click <a href="#">here</a> for the details<br>Building and Works Please click <a href="#">here</a> for the details               |
| 1.7.2 | Composition   | Council of IITs (Composition of the council as per Chapter III of the Institutes of Technology Act 1961)  |
| 1.7.3 | Dates from which constituted  |   |
| 1.7.4 | Term / Tenure   | The Boards/Committees are perpetual in nature and are constituted as per the terms of the <a href="#">IIT Act</a> and <a href="#">IIT BHU statutes</a> .  |
| 1.7.5 | Powers and Functions  | As per <a href="#">IIT Act</a> and <a href="#">IIT BHU statutes</a>   |
| 1.7.6 | Whether their meetings are open to the public?  | No  |
| 1.7.7 | Whether the minutes of the meetings are open to the public?   | Yes   |
| 1.7.8 | Place where the minutes if open to the public are available?  | On the institute's website (iitbhu.ac.in).<br>Please click <a href="#">here</a> to view Minutes of Meetings.  |
| 1.8   | Directory of Officers and Employees [Section 4(1) (b) (ix)]   |   |
| 1.8.1 | Name and designation  | Department wise Contact Details of Faculty are available on the Institute website. For consolidated list of all faculty, please click <a href="#">here</a> .<br><br>Contact Details for non-faculty are available on the website. |
| 1.8.2 | Telephone, fax and email  |   |
| 1.9   | Monthly Remuneration received by Officers and Employees, including system of compensation [Section 4(1) (b) (x)]  |   |
| 1.9.1 | List of employees with Gross monthly remuneration   | Salary payment being remitted to the bank accounts of employees on monthly basis.<br>Please click for viewing the Pay Structure (2025-26):-   |

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|        |  | Teaching:<br><a href="https://iitbhu.ac.in/contents/institute/admin/doc/annexure10A_remuneration_teaching.pdf">https://iitbhu.ac.in/contents/institute/admin/doc/annexure10A_remuneration_teaching.pdf</a><br><br>Non-Teaching:<br><a href="https://iitbhu.ac.in/contents/institute/admin/doc/annexure10B_remun">https://iitbhu.ac.in/contents/institute/admin/doc/annexure10B_remun</a>   |
| 1.9.2  | System of compensation as provided in its regulations  | Benefits and Incentives for the Permanent Employees of the Institute are as per the 7th CPC guidelines   |
| 1.10   | Name, Designation and other particulars of Public Information Officers [Section 4(1)(b) (xvi)]   |  |
| 1.10.1 | Name and designation of the Central Public Information Officer (CPIO), Assistant Public Information Officer (APIO) and Appellate Authority | For details of <b>Central Public Information Officer (CPIOs) and First Appellate Authority</b> : -<br>Please click <a href="#">here</a> .<br><b>Transparency Officer</b><br>Prof. Sasankasekhar Mandal,<br>Department of Civil Engineering<br>IIT BHU, Varanasi, Uttar Pradesh- 221005<br><br><b>Nodal Officer</b><br>Dr. Amit Kumar Singh<br>Deputy Registrar (GAD) and Nodal Officer<br>IIT BHU, Varanasi, Uttar Pradesh- 221005   |
| 1.10.2 | Address, telephone numbers and email of each designated official   | Please click here for viewing the Contact Details of the Officials dealing with RTI<br>Please click here for viewing the <a href="#">RTI CPIO &amp; FAA</a>  |
| 1.11   | No. of employees against whom Disciplinary Action has been proposed / taken [Section4(2)]  |  |
| 1.11.1 | No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings                      | Nil  |
| 1.11.2 | (ii) Finalised for Minor penalty or major penalty proceedings  | Nil  |
| 1.12   | Programmes to Advance Understanding of RTI [Section 26]  |  |
| 1.12.1 | Educational Programmes   | Please click <a href="#">here</a> to get the details.  |
| 1.12.2 | Efforts to encourage public authority to participate in these programmes   | Webinars and Internal discussions are conducted periodically. The Institute has observed Vigilance Awareness Week. Integrity Pledge is administered to all the Employees as a part of the Vigilance Awareness Week conducted every year.<br><b>CYBER AWARENESS WEEK, SEPTEMBER 2025</b><br>A Hands-On Workshop on Cyber Security Essentials<br>Organized by: Centre for Computing and Information Services, IIT (BHU), Varanasi<br>Dates: 15-19 September, 2025 for detail please click <a href="#">here</a> . |
| 1.12.3 | Training of CPIO/APIO  | Please click <a href="#">here</a> to get the details.  |

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| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned | Please click <a href="#">here</a> and also <a href="#">visit here</a>   |
| 1.13   | Transfer Policy and Transfer Orders [F No. 1/6/2011- IR dt. 15.4.2013] |   |
| 1.13.1 | Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013] | <p>The link to transfer orders and guidelines for 1.13.1 - Transfer policy and transfer orders: Relocation/Rotation/Transfer of Group 'A' Officers and Staff (all categories regular, contract and daily waged) of the Institute.</p> <p>Policy:<br/> <a href="https://iitbhu.ac.in/contents/institute/admin/doc/annexure8_transfer_policy.pdf">https://iitbhu.ac.in/contents/institute/admin/doc/annexure8_transfer_policy.pdf</a></p> <p>Orders:<br/> <a href="https://iitbhu.ac.in/contents/institute/admin/doc/annexure8_transfer_orders.pdf">https://iitbhu.ac.in/contents/institute/admin/doc/annexure8_transfer_orders.pdf</a></p> |