

Information under section 4 (1) (b)

Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]

1.1 (i) Vision

To be a technology-based, research-driven Institute of Excellence in the realm of the Basic Sciences in which the instructional process at all levels of education that it offers is seamlessly inter-mixed and integrated with undertaking of state-of-art research.

1.1 (ii) Mission

- To foster an atmosphere of intellectual excitement among the faculty, staff and the greater institute community with a view to create talent capable of catering to the Nation's needs in various areas of the basic sciences by providing a broad range of courses at the integrated undergraduate postgraduate level with the goal of producing innovative, creative graduates who are well-prepared for their chosen careers in a global society;
- To build a culture for scholarship and research by challenging its students, including undergraduates, to pursue the discovery of new knowledge through a flexible curriculum which is inter-mixed and integrated with opportunities to work on research projects;
- To cater to the education of the student's whole person through the on-campus residential learning experience which provides them with opportunities for leadership and community service through which they discover the value of responsibility, self-discipline, community service, and undertaking of other exposes them to new cultures, social diversity, and new ways to see the world around them;
- To provide students with opportunities for heuristic education which demands that they learn by doing in the classroom, on the job, or through service;
- To promote interconnectedness of the institute to the society and the constituencies it serves including development of faculty / industry partnerships with a view to enable faculty members to maintain sensitivity to real-world problems and advancements thereby leading to opportunities to contribute to major research advancement and to develop important networking opportunities for institute students and to expand their experiential learning;

- To promote excitement for the study of the basic sciences amongst school students in particular and the propagation of a scientific culture in Indian society in general through offering of societal outreach programs; and
- To develop mutually enriching relationship with alumni, government business, and the world community. Teaching learning, scholarship, research, innovation, and leadership development for promoting student success are our central enterprise.

1.2 (iii) Objectives

Aims and Objectives of the Society

(a) To impart high quality education and training through flexible and seamless curricula by adapting to the best global practices in this regard in basic and applied sciences, technology, arts, humanities, social sciences and management and to carry out state-of-art research and development work in these areas.

(b) To build a high quality academic faculty capable of synergising quality research with education, teaching and mentoring, acquisition of knowledge and its application to national needs in the above areas, specially in emerging frontier areas of basic and applied sciences.

(c) To proactively forge and evolve strong symbiotic relationships with colleges, universities, research and development laboratories and institutions, science research agencies and industries in India and abroad with a view to network and complement infrastructural and human resources.

(d) To generate, protect and exploit significant intellectual properties through its core and sponsored research programmes in areas of basic sciences that have potential in evolving cutting edge technology.

(e) To develop and establish campus/campuses in pursuance to the above objectives, anywhere in India.

(f) To do all such things as are incidental, necessary or conducive to the attainment of any or all of the objects of the Society and ensure its growth and further elaborated in the Mission and Vision document of IISER Tirupati.

1.1 (iv) Function and duties

For attainment of its objectives, the IISER Tirupati may inter-alia carry out the following functions:

1. To establish, administer, and manage the Indian Institute of Science Education and Research Tirupati (IISER Tirupati) and to provide all kinds of facilities for its efficient functioning and growth.
2. To make, amend, rescind and modify the rules and regulations and Byelaws framed under them for efficient management and administration of the Society.
3. To create, establish, and train young talent for career in education, research and development activities in basic sciences, technology, arts and humanities and social sciences.
4. To select, educate and train young talent for career in education and research and development activities in basic sciences, technology, arts and humanities and social sciences.
5. To conduct test and examinations for the award of degrees, diplomas, certificates and such other distinctions to the candidates so trained and having attained set standards of proficiency.
6. To institute and award freeships, fellowships, prizes, medals and such other distinctions in accordance with the rules and Bye-laws drawn thereof.
7. To confer honorary awards and other distinctions.
8. To fix such fees and other charges as may be laid down in the Bye-laws made under the Rules of the Society.
9. To establish, maintain and manage the land and buildings and the other assets of the Institute.
10. To create academic research, administrative, technical, ministerial and other posts under the Society except the post of the Director of the Institute, to determine their numbers, qualifications, scales of pay, terms and conditions of service and to make appointments thereof, with

provision that the posts so created are in the cadre and scales of pay as approved by the Central Government from time to time. The appointment to the post of the Director shall be made according to such procedures and on such terms and conditions as may be decided by the Central Government.

11. To establish consultancy and know-how transfer cells for effective linkages with the users.

12. To establish well equipped library, computer, and information centres, workshop and resource centres for support function to the educational, research and development activities and dissemination of information.

13. To provide and promote effective linkages between IISER Tirupati and other Institutions in India and abroad in various branches of sciences.

14. To develop and operate continuing education programmes, distance education, multi-media, internet-based and other technology-based education programmes.

15. To receive grants, gifts and donations, in cash or otherwise or of movable or immovable property of all descriptions.

16. To construct, maintain, alter any structure, building or works owned by it, deemed necessary or desirable to the Society in furtherance of its objectives.

17. With prior permission of the Central Government, to dispose of immovable properties or demolish any structure, building or works owned by the Society deemed necessary or desirable.

18. To raise loans and advances whether secured or unsecured, with the concurrence of the Central Government.

19. To file patents and generate, register and secure intellectual property and to take decisions about commercialization of the same in pursuance of the objectives of the Society.

20. To print, publish and sell, circulate or distribute gratuitously or otherwise, journals, periodicals, books or leaflets that the Society may consider desirable and necessary for the promotion of its objectives.

21. To maintain a Fund to which shall be credited: (a) All moneys provided by the Central and the State Governments; (b) All fees and other charges received by the IISER Tirupati; (c) All moneys received by the IISER Tirupati by way of grants, gifts, donations, benefactions, bequests or transfers; and (d) All moneys received by the society in any other manner or from any other sources.

22. To deposit all moneys credited to the Fund in such Banks or to invest them in such manner as the IISER Tirupati may, with the approval of the Central Government, decide.

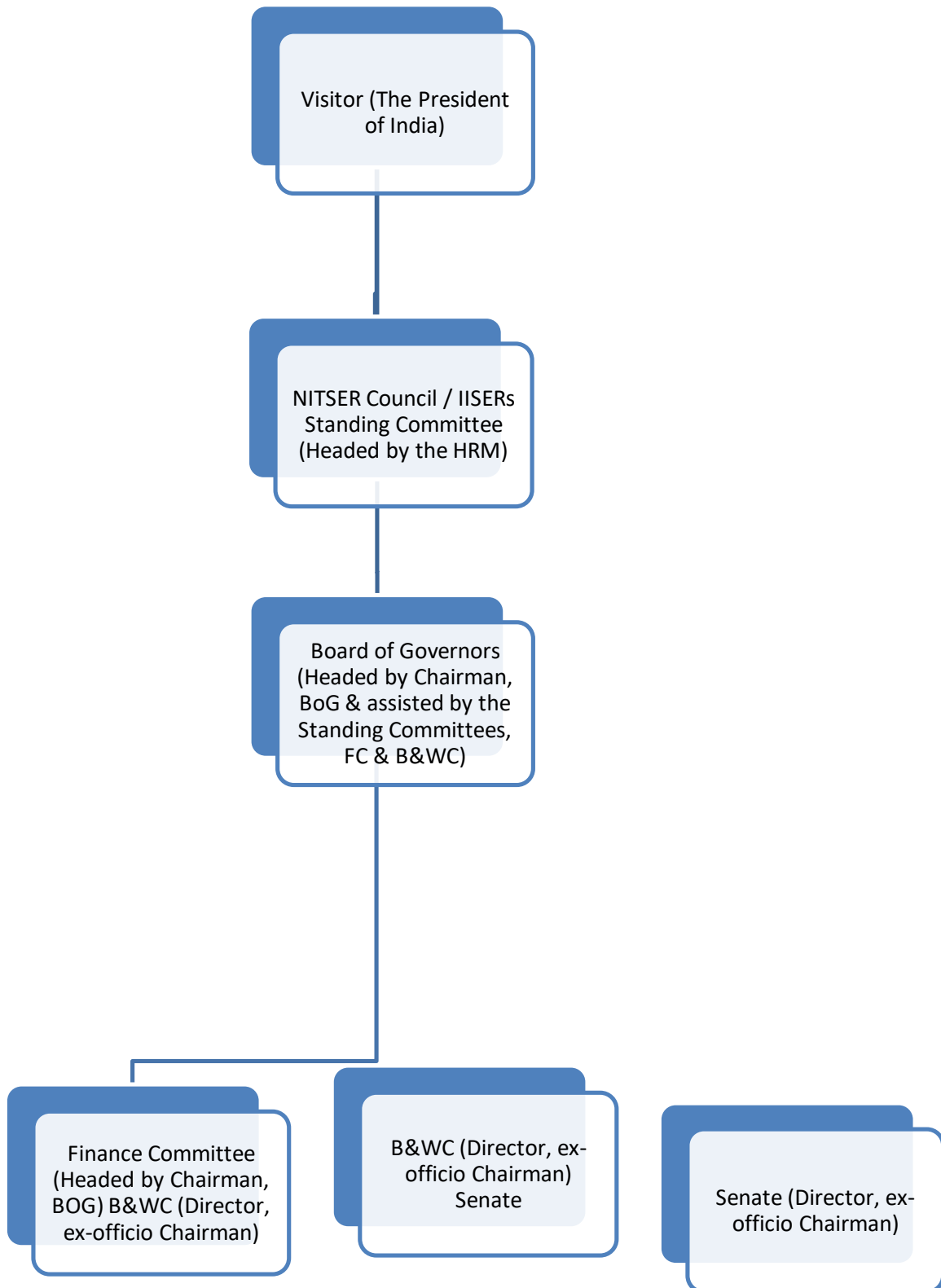
23. To meet the expenses of the IISER Tirupati including expenses incurred in the exercise of its powers and discharge of its functions out of the Fund. 4 Memorandum of Association of IISER Tirupati

24. To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such forms as may be prescribed by the Central Government.

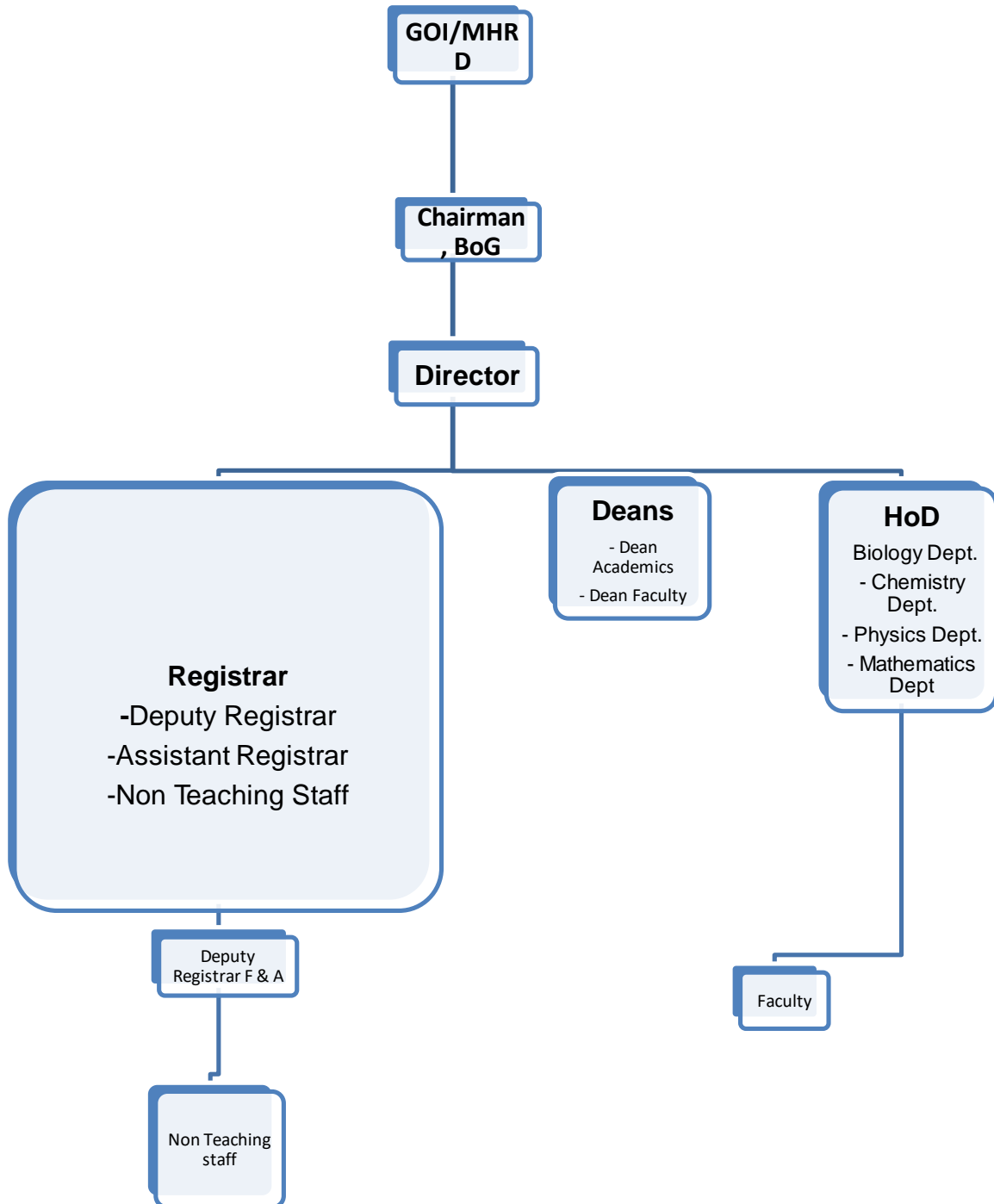
25. To forward annually to the Central Government the accounts of the IISER Tirupati as certified by the Auditor General of India or any other authority as may be decided by the Central Government.

26. To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the IISER Tirupati.

1.1 (iv) Function and duties



IISER Tirupati Executive Hierarchy



1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]

Administrative Hierarchy

1. Head of Institute (Department): The Director of the Institute shall be the Administrative and Academic Head of the Institute (Department) for all purposes

in terms of Delegation of Financial Powers Rules, 1978 of GOI.

1 of 20

2. Head of Office :

a. The Registrar of the Institute shall be the Head of Office for all General Administrative, General Financial and non Faculty establishment matters of the Institute.

b. The Dean, Faculty Affairs shall be the Head of Office for all faculty related

matters of the Institute

c. The Dean, R & D shall be the Head of Office for all Research and Development related administrative, establishment and financial matters of the

Institute.

d. The Dean, Academic Affairs shall be the Head of Office for all academic matters of the Institute

e. The Dean, Students Affairs shall be the Head of Office for all students related

matters of the Institute

f. The Dean, Alumni and International Relations shall be the Head of Office for all alumni and international relations related matters of the Institute

3. DDO / DDOs : Any Officer/s of the Institute appointed and so designated by the

Director as Drawing and Disbursing Officer shall act as a DDO of the Institute and

shall receive all money, disburse all payments and sign all cheques of the Institute.

1.6 A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

Act, Statutes, Govt of India Rules, MOUs all records relating to the functioning of the Institute.

[Rules related to admissions of BSMS PHD & IPHD http://www.iisertirupati.ac.in/admissions/phd/#](http://www.iisertirupati.ac.in/admissions/phd/#)

[Handbook for bsms ,PhD,IPhD](#)

http://www.iisertirupati.ac.in/admissions/bsms/BSMS_HB.pdf

[GFR Rules](#)

<http://www.iisertirupati.ac.in/institute/safety.php>

Leave rules are as per Govt of India norms

1.6.2 Custodian of documents/categories- Office of Registrar

Pay Structure of Institute Employees (**PDF**)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

100% Tuition fee waiver is given to the SC/ST students only.

Other Relevant information :

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Not applicable

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:

Minutes of the Board meetings are not accessible to the public

A directory of its officers and employees:

The telephone numbers of the officers are displayed on Institute's Website www.iisertirupati.ac.in.

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

As per Institute Rules

LTC-MEDICAL WAGE ALLOWANCE AND BENEFITS LIKE MEDICA AS PER GOVT OF INDIA APPLICABLE TO INSTITUTE

The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Every year, Ministry of Education sanctioned grant-in-aid depending upon the requirements. Based on the utilization certificate submission on grants released by the Ministry of Education

The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable

Particulars of recipients of concessions, permits or authorizations granted by it:

Not applicable.

Details in respect of the information available to or held by it reduced in an electronic form:

Not applicable.

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:

From this website or by making a request to the PIOs by post or by e-mail, the citizens can obtain the information.

1.12 Programmes to advance understanding of RTI(Section 26)

DURING ORIENTATION PROGRAMME ONE SESSION ON 30 MINS ON RTI

BSMS 2020 Batch -

PhD -2021 – 03/08/21

Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

4.5.3 List of completed schemes/ projects/ Programmes

Research Related

Annual report for the financial year 2019 2020

Details of Extra Mural Projects during the Financial Year 2019-20

Hindi-108 to 114

English 268 to 274

http://www.iisertirupati.ac.in/institute/AR_19-20.pdf

Outsourcing contracts as on 31/08/21

Manpower outsourcing agencies contract for security & Housekeeping services –ongoing

1. M/s First man services

4.5.4 List of schemes/ projects/ programme underway

The names, designations and other particulars of the Public Information Officers:

Right to Information Act 2005

Public Information Officer and Appellate Authority

In pursuance of Section 5(1) of the Right to Information Act, 2005, Mr. Dattaprasad Ganesh Gavde, Office Superintendent is designated as Public Information Officer and his contact details are as under:

Indian Institute of Science Education and Research
Transit Campus: Sree Rama Engg College,
Mangalam, Karakambadi Road,
Tirupati 517 507 INDIA
Phone : (91) 0877 2500 208
email: dattaprasad@iisertirupati.ac.in

Dr. C.P. Mohan Kumar, Registrar is designated as Appellate Authority and his contact details are as under :

Indian Institute of Science Education and Research
Transit Campus: Sree Rama Engg College,
Mangalam, Karakambadi Road,
Tirupati 517 507 INDIA
Phone : (91) 0877 2500 211
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