

MANIPUR TECHNICAL UNIVERSITY, IMPHAL



**“SUO MOTU DISCLOSURE UNDER
SECTION 4 OF RTI ACT, 2005”**

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

The Manipur Technical University (MTU) is the technical university of the state established on 23rd April 2016 under “The Manipur Technical University Act, 2016” (Manipur Act No.8 of 2016) and located at Government Polytechnic Campus, Takyelpat, Manipur 795004. It is included in the UGC list of Universities under Section 2(f) of the UGC Act 1956 and empowered to award degrees under Section 22 of the UGC Act, 1956 through its departments.

OBJECTIVES OF THE UNIVERSITY

The objectives of the University are as follow:

- i. to disseminate, create and preserve the knowledge in the field of technical education for the advancement of mankind and understanding by the teaching, training, research, in general, and in particular; -
 - a. to promote total quality and cost-effective management of engineering technology, management and other technical institutions
 - b. to provide a network of technical education in the State to meet the demand of quality technical education and research
 - c. to create a system of management for technical education based on the scientific tools of decision making and information system;
- ii. to develop work culture and promote dignity of labour through applied components in the syllabi and to promote entrepreneurship among students so as to make technical education a valid means of job creations, rather than creating the job seekers;
- iii. to promote better interaction and co-ordination among different universities and colleges by all such means, generally to improve the governance of the University and facilitate it provides for technical education;
- iv. to generate and promote a sense of self-respect and dignity amongst the weaker sections of the society;
- v. to strive, to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students;
- vi. to extend its frontiers of academic excellence to rural, tribal and backward areas; and
- vii. to set up centres of advanced technology in areas of high national relevance, with a view to fostering innovation and creativity.

ORGANISATION CHARTS OF MANIPUR TECHNICAL UNIVERSITY

| SL. NO | DESIGNATION/POST |
|---------------|---|
| 1. | VICE-CHANCELLOR |
| 2. | REGISTRAR/FINANCE OFFICER/CONTROLLER OF EXAMINATION |
| 3. | ASSISTANT REGISTRAR/ASSISTANT FINANCE OFFICER/ASSISTANT CONTROLLER OF EXAMINATION |
| 4. | PS TO THE VICE CHANCELLOR |
| 5. | COMPUTER OPERATOR/TECHNICAL ASSISTANT |
| 6. | JR.ACCOUNTANT/LIBRARY ASSISTANT |
| 7. | DEALING ASSISTANT |
| 8. | PEON |

The powers and duties of its officers and employees

[Section 4(1) (b) (ii)]

| Sl. No. | Designation of the Post | Functions and duties |
|----------------|--------------------------------|--|
| 1. | The Chancellor | <ul style="list-style-type: none">• The Governor of Manipur shall be the Chancellor of the University• He shall have such other powers as may be conferred on him by Manipur Technical University Act or the Statutes or Ordinances. |
| 2. | The Vice-Chancellor | <ul style="list-style-type: none">• He is the principal executive and academic officer of the University and entitled to preside at the convocations, in case Chancellor is unable to do so.• He is ex-officio chairman of the Board of Management and the Academic Council of Manipur Technical University.• He is responsible for presenting to the Board for its deliberations and consideration matters of concern to the University and have power to convene the meetings of the Board and the Academic Council.• He shall exercise general control over the affairs of the University and responsible for the due maintenance of discipline in the University.• He is responsible for close coordination and integration of teaching, research and other work and exercise other power as per the provision of the Statutes and Ordinances of Manipur Technical University. |

| Sl. No. | Designation of the Post | Functions and duties |
|---------|-------------------------|--|
| 3. | The Registrar | <ul style="list-style-type: none"> • He is the Chief Administrative Officer of the University and work directly under the superintendence, direction and control of the Vice-Chancellor. • He is responsible for the custody of the records and the common seal of the University. He is <i>ex-officio</i> Secretary of the Board and <i>ex-officio</i> Member Secretary of the Academic Council. • He has the power to take disciplinary action against such employees, excluding teachers, as may be specified by the Board of Management by general or special order made in this behalf. • The Registrar shall, in relation to the authority concerned, - <ul style="list-style-type: none"> (a) be the custodian of the records, the common seal and such other properties of the University as the Board of management may commit to his charge; (b) issue notices and convene meetings of that authority and the committees appointed by it; (c) keep the minutes and convene meetings of that authority and the committees appointed by it; (d) conduct the official proceedings and correspondence; and (e) supply to the Chancellor a copy each of the agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings. • He ensures that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices and branches of the University including colleges and the institutions maintained by the University. • He performs such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be required from time to time by the Board of Management or the Vice-Chancellor. |

| Sl. No | Designation of the Post | Functions and duties |
|--------|-------------------------|---|
| 4. | The Finance Officer | <ul style="list-style-type: none"> • He is the principal finance, accounts and audit officer of the University. He works directly under the control of the Vice-Chancellor. • He is the <i>ex-officio</i> Secretary of the Finance Committee of the University. • He advises in regard to the financial policy of the University and responsible for the preparation of its budget and for presentation thereof to the Board through the Vice-Chancellor • He manages the properties, movable and immovable, and investments of the of the University. • He keeps all moneys belongings to the University in a Nationalised Schedules Bank except the amounts needed as imprest cash (to be prescribed by the Vice Chancellor) in transacting business of the University. • He ensures that no expenditure not authorized in the budget is incurred by the University otherwise than by way of investment. • He disallows any expenditure which may contravene the terms of any Statutes or for which provision is required to be made by the Statutes by has not been made. • He ensures that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all money are expended on the purpose for which they are granted or allotted. • He is responsible for the preparation of the annual accounts and the Budget for the University and for their presentation to the Board; Keep a constant watch on the state of the cash and the bank balances and on the state of investment. • He watches the progress of collection of revenue and advise on the methods of collection employed. • He ensures that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock checking is conducted, of equipments and other consumable materials in all offices, departments, University, Institutes, Centres and specialized laboratories. |

| Sl.no | Designation of the Post | Functions and duties |
|-------|-------------------------------|--|
| 4. | The Finance Officer | <ul style="list-style-type: none"> • He calls for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; • He ensures that no expenditure not authorized in the Budget is incurred by the University otherwise than by way of investment. • He calls for information from any office, Department, centre, laboratory, colleges/ Institutions maintained by the University any information or returns that he may consider necessary for the performance of his duties. |
| 5. | The Controller of Examination | <ul style="list-style-type: none"> • He is responsible for the due custody of the records pertaining to his work. He is <i>ex-officio</i> Secretary of the Examination Committee of the University and is bound to place before such committee all such information as may be necessary for the transaction of its business. • He performs such other duties as may be prescribed by the Regulations or as may be required from time to time by the Board or the Vice-Chancellor. • Subject to the superintendence of the Vice-Chancellor, the Controller of Examination shall have administrative control of Examination and over the employees working under him and have, in this regard all the powers of the Registrar. • Subject to the superintendence of the Examinations Committee, the Controller of Examination shall conduct the examinations and make all other arrangements therefor and be responsible for the due execution of all processes connected therewith |

Procedure followed in decision-making process [Section 4(1)(b)(iii)]

(A) For ordinary letters / applications

| Sl. No. | ACTIVITY | Level of Action |
|----------------|---|---|
| 1. | To receive application/ letter and put a diary number | Dealing Assistant |
| 2. | To forward the application / letter to the concerned officer of the branch / section. | Dealing Assistant |
| 3. | Marking of the application / letter by the concerned officer to the dealing assistant. In a department with officers of higher levels, the letter is down-marked by Registrar to Asst. Registrar and then to dealing assistant. | VC/Registrar/ Asst. Registrar |
| 4. | Examination of case/ submission of proposals by the dealing assistant in the concerned file to the Section-in-charge (usually Asst. Registrar) | Dealing Assistant |
| 5. | Examination of the proposals by the Section In-Charge and submitting the same to Registrar for further consideration with their own comments etc., as the situation warrants. | Registrar/ Asst. Registrar |
| 6. | If the proposal is in order and does not involve any financial implications, the same is approved/ disapproved or submitted to the Vice Chancellor for approval/ orders | VC/ Registrar/COE |
| 7. | If the case involves financial implications, the proposal is sent to Finance Officer /Accounts branch for examination/ advice/ vetting | VC/ Registrar/FO |
| 8. | The Finance Officer in coordination with Accounts branch duly examines the proposal in terms of rules, regulations and instructions on the matter and advices/ vets the proposal in terms of financial implications/ budget provisions. | Finance Officer/ Junior Accountant/ Dealing Assistant |
| 9. | The proposal is then submitted to the Vice Chancellor for approval / orders | Registrar/ FO |
| 10. | The case/ proposal forwarded is duly considered in terms of existing rules, regulations & instructions and appropriate decision is taken by the Vice Chancellor on file. | Vice Chancellor |
| 11. | The file is then down-marked to the Registrar who down-marks the file to Asst. Registrar and finally to the dealing assistant. | 1.Vice Chancellor 2. Registrar/COE/FO 3. Asst. Registrar/ Asst. Controller of Examination 4. Dealing Assistant |
| 12. | In accordance with the orders of the Vice Chancellor, necessary draft orders/ replies are prepared for issuance. | 1. Asst. Registrar/Asst. Controller of Examination 2. Junior Accountant/ Dealing Assistant. |

| Sl. No. | ACTIVITY | Level of Action |
|---------|---|---|
| 13 | Draft orders/ replies are approved by the competent authority for issue. | 1. Vice Chancellor 2. Registrar/ COE |
| 14 | Fair orders/ replies/ sanction order are submitted for signatures of Vice-Chancellor/ Registrar/ Controller of Examination/Asst. Registrar/ Asst. Controller of Examination | 1. Vice-Chancellor/Registrar/ COE 2. Asst. Registrar/Asst. Controller of Examination 3. Dealing Assistant |
| 15 | The orders/ replies are issued to concerned person/ authority | Dispatch Clerk |

(B) For applications received for seeking information under RTI Act, the following activities are undertaken: -

Once the applications are received along with the requisite fees, proper diary is made by the Dispatch Clerk. The matter is looked into by the Public Information Officer (PIO) and marked to the dealing assistant for compilation of reply by the information available in office. If the application seeks information pertaining to any particular department/ section/ office, it is routed to the concerned department/ section for collecting requisite information. Once the information is received from other departments, reply is prepared by the PIO and sent to the Competent Authority for approval. After attaining approval, the information is provided to the applicant. The entire process is monitored ensuring the time frame under the provisions of Right to Information Act.

(C) The University follows the decision-making process approved in its Board of Management meeting, Academic Council meeting and Finance Committee meeting of the Manipur Technical University.

For the proceedings of BoM and Academic Council meeting, please kindly visit <https://mtu.ac.in/bog-bom/> .

Norms set for the discharge of functions [Section 4(1)(b)(iv)]

The University follow the provision given by its MTU Act, Ordinance & statutes for the discharge of its functions.

Please kindly visit: <https://mtu.ac.in/act/>
<https://mtu.ac.in/ordinance/>
<https://mtu.ac.in/statutes/>

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions [Section 4(1)(b)(v)]

The University follow the provision given by its MTU Act, Ordinance & statutes for the discharge of its functions.

Please kindly visit: <https://mtu.ac.in/act/>
<https://mtu.ac.in/ordinance/>
<https://mtu.ac.in/statutes/>

A statement of the categories of documents that are held by it or under its control
[Section 4(1)(b)(vi)]

All official notification/circular/order related to admission, examination, recruitment, tender etc. are uploaded in the university website.

Please kindly visit: <https://mtu.ac.in/category/circular-notice/>

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 [Section 4(1)(b)(vii)]

The University has uploaded list of email addresses for various departments/ sections for queries or consultation.

| Sl. No. | Office / Section / Dept. / Cell | Email address |
|---------|---|-------------------------------|
| 1 | Vice Chancellor | vc@mtu.ac.in |
| 2 | Registrar | registrar@mtu.ac.in |
| 3 | Assistant Registrar | assistant_registrar@mtu.ac.in |
| 4 | Finance Officer | finance_officer@mtu.ac.in |
| 5 | Controller of Examination | coe@mtu.ac.in |
| 6 | Library | library@mtu.ac.in |
| 7 | Admission | admission@mtu.ac.in |
| 8 | University Help Desk/Support/Contact | info@mtu.ac.in |
| 9 | ITS Cell | its@mtu.ac.in |
| 10 | Placement Cell | placement@mtu.ac.in |
| 11 | Start- Up Incubation Centre (SIC) | sic@mtu.ac.in |
| 12 | Alumni Association | alumni_association@mtu.ac.in |
| 13 | Student Affairs | student_affairs@mtu.ac.in |
| 14 | Institution Innovation Council (IIC) | iic@mtu.ac.in |
| 15 | Sponsored Research and Industrial Consultancy (SRIC) Cell | srlic@mtu.ac.in |
| 16 | Internal Quality Assurance Cell (IQAC) | iqac@mtu.ac.in |
| 17 | University Hostel | hostel@mtu.ac.in |
| 18 | Department of Civil Engineering | do_civil@mtu.ac.in |

| Sl. No. | Office / Section / Dept. / Cell | Email address |
|---------|--|-------------------------|
| 19 | Department of Computer Science & Engineering | do_cse@mtu.ac.in |
| 20 | Department of Electrical Engineering | do_electrical@mtu.ac.in |
| 21 | Department of Electronics & Communication Engineering | do_ece@mtu.ac.in |
| 22 | Department of Mechanical Engineering | do_mechanical@mtu.ac.in |
| 23 | Department of Basic Sciences (Physics, Chemistry, Mathematics & Biological Sciences) | do_bsc@mtu.ac.in |
| 24 | Department of Humanities & Social Science | do_humanities@mtu.ac.in |
| 25 | Department of Management | do_management@mtu.ac.in |

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 [Section 4(1)(b)(viii)]

A statement of proceedings of the Board of Management and Academic Council are uploaded in the University website.

Please kindly visit: <https://mtu.ac.in/bog-bom/>
<https://mtu.ac.in/academic-council/>

A directory of its officers and employees [Section 4(1)(b)(ix)]

A. List of the Teaching Staffs

| SL. NO. | NAME OF FACULTY | DESIGNATION | DEPARTMENT | UNIVERSITY EMAIL |
|---------|-----------------------------|----------------------------|-------------------------------|-----------------------------|
| 1 | DR LOUREMBAM IBOYAIMA SINGH | ASSISTANT PROFESSOR | HUMANITIES AND SOCIAL SCIENCE | iboyaima_l@mtu.ac.in |
| 2 | GOSHAIMAYUM CHANU SAPNA | ASSISTANT PROFESSOR | HUMANITIES AND SOCIAL SCIENCE | goshaimayum_sapna@mtu.ac.in |
| 3 | DR NINGOMBAM SANATOMBI DEVI | ASSISTANT PROFESSOR & HEAD | HUMANITIES AND SOCIAL SCIENCE | sanatombidevi2022@mtu.ac.in |
| 4 | M.C. FUJICA | ASSISTANT PROFESSOR | HUMANITIES AND SOCIAL SCIENCE | mc.fujica@mtu.ac.in |

| SL. NO. | NAME OF FACULTY | DESIGNATION | DEPARTMENT | UNIVERSITY EMAIL |
|----------------|---------------------------------|----------------------------|--------------------------------|------------------------------|
| 5 | DR NINGOMBAM SWAPANA | ASSISTANT PROFESSOR & HEAD | BASIC SCIENCES | swapana@mtu.ac.in |
| 6 | DR ANAND JYOTI SANASAM | ASSISTANT PROFESSOR | BASIC SCIENCES | anand_sanasam@mtu.ac.in |
| 7 | DR THOKCHOM CHHATRAJIT SINGH | ASSISTANT PROFESSOR | BASIC SCIENCES | chhatrajit@mtu.ac.in |
| 8 | DR RAJKUMAR KAMALJIT SINGH | ASSISTANT PROFESSOR | BASIC SCIENCES | kamaljit_rk@mtu.ac.in |
| 9 | HUIDROM MALEMNGANBI | ASSISTANT PROFESSOR | BASIC SCIENCES | hmalemnganbi@mtu.ac.in |
| 10 | DR P.RAMWUNGZAN | ASSISTANT PROFESSOR | BASIC SCIENCES | ramwungzanp@mtu.ac.in |
| 11 | DR ANGOM DEVADATTA MANI | ASSISTANT PROFESSOR | BASIC SCIENCES | devadatta@mtu.ac.in |
| 12 | DR MOIRANGTHEM DINESH SINGH | ASSISTANT PROFESSOR | BASIC SCIENCES | dineshm@mtu.ac.in |
| 13 | NONGMAITHEM ANAND | ASSISTANT PROFESSOR | CIVIL ENGINEERING | anand_n@mtu.ac.in |
| 14 | GYANEN TAKHELMAYUM | ASSISTANT PROFESSOR | CIVIL ENGINEERING | gyanen@mtu.ac.in |
| 15 | DR KAKCHINGTABAM ANIL SHARMA | ASSISTANT PROFESSOR & HEAD | CIVIL ENGINEERING | kakchingtabam_anil@mtu.ac.in |
| 16 | KOSYGIN LEISHANGTHEM | ASSISTANT PROFESSOR | CIVIL ENGINEERING | kosygin_l@mtu.ac.in |
| 17 | DR KHWAIRAKPAM SELIJA | ASSISTANT PROFESSOR | CIVIL ENGINEERING | selijakh@mtu.ac.in |
| 18 | DR SONIKA THONGRAM | ASSISTANT PROFESSOR | CIVIL ENGINEERING | sonika@mtu.ac.in |
| 19 | DEVASIS LAISHRAM | ASSISTANT PROFESSOR | CIVIL ENGINEERING | devasis@mtu.ac.in |
| 20 | KOKO KARBIA | ASSISTANT PROFESSOR | CIVIL ENGINEERING | kokokarbia@mtu.ac.in |
| 21 | DR HANJABAM SARATCHANDRA SHARMA | ASSISTANT PROFESSOR & HEAD | COMPUTER SCIENCE & ENGINEERING | sarathanjabam@mtu.ac.in |
| 22 | CHIRANJIV CHINGANGBAM | ASSISTANT PROFESSOR | COMPUTER SCIENCE & ENGINEERING | chiranjiv_ch@mtu.ac.in |

| SL. NO. | NAME OF FACULTY | DESIGNATION | DEPARTMENT | UNIVERSITY EMAIL |
|----------------|-----------------------------|----------------------------|---|--------------------------------|
| 23 | LAISHRAM JIMMY | ASSISTANT PROFESSOR | COMPUTER SCIENCE & ENGINEERING | jimmy_l@mtu.ac.in |
| 24 | TAYENJAM AERENA | ASSISTANT PROFESSOR | COMPUTER SCIENCE & ENGINEERING | aerenat@mtu.ac.in |
| 25 | GOLMEI SHAHEAMLUNG | ASSISTANT PROFESSOR | COMPUTER SCIENCE & ENGINEERING | shaheamlung@mtu.ac.in |
| 26 | SONGBIAKTHAN G HANGSING | ASSISTANT PROFESSOR | COMPUTER SCIENCE & ENGINEERING | hangsingbt@mtu.ac.in |
| 27 | DR LOUKRAKPAM MERIN SINGH | ASSISTANT PROFESSOR & HEAD | ELECTRONICS & COMMUNICATION ENGINEERING | merin_l@mtu.ac.in |
| 28 | DR BIRAJ SHOUGAIJAM | ASSISTANT PROFESSOR | ELECTRONICS & COMMUNICATION ENGINEERING | biraj_sh@mtu.ac.in |
| 29 | PINKY KHUNDRAKPAM | ASSISTANT PROFESSOR | ELECTRONICS & COMMUNICATION ENGINEERING | pinkykhundrakpam@mtu.ac.in |
| 30 | ROSY KIMNEITHEM HAOKIP | ASSISTANT PROFESSOR | ELECTRONICS & COMMUNICATION ENGINEERING | rosy_kimneithem@mtu.ac.in |
| 31 | THINGBAIJAM RAJKUMARI CHANU | ASSISTANT PROFESSOR | ELECTRONICS & COMMUNICATION ENGINEERING | thingbaijamrajkumari@mtu.ac.in |
| 32 | YENGKHOM CHANDRIKA DEVI | ASSISTANT PROFESSOR | ELECTRONICS & COMMUNICATION ENGINEERING | chandrika_y@mtu.ac.in |
| 33 | LAIPHANGBAM RENITA DEVI | ASSISTANT PROFESSOR | ELECTRONICS & COMMUNICATION ENGINEERING | renita_laiphangbam@mtu.ac.in |

| SL. NO. | NAME OF FACULTY | DESIGNATION | DEPARTMENT | UNIVERSITY EMAIL |
|----------------|------------------------------|----------------------------|------------------------|-----------------------------|
| 34 | OINAM MANGANLEIBA MEETEI | ASSISTANT PROFESSOR | ELECTRICAL ENGINEERING | oinam_manganleiba@mtu.ac.in |
| 35 | HAOBAM JAILLENDRO KHUMAN | ASSISTANT PROFESSOR | ELECTRICAL ENGINEERING | haobam_jk@mtu.ac.in |
| 36 | TAYENJAM JENEETAA | ASSISTANT PROFESSOR | ELECTRICAL ENGINEERING | jeneetaa_t@mtu.ac.in |
| 37 | THELMA NGANGOM | ASSISTANT PROFESSOR | ELECTRICAL ENGINEERING | thelma_ng@mtu.ac.in |
| 38 | LOUREMBAM RANJITA DEVI | ASSISTANT PROFESSOR & HEAD | ELECTRICAL ENGINEERING | lourembam22_af@mtu.ac.in |
| 39 | DR NAMEIRAKPAM DHANACHANDRA | ASSISTANT PROFESSOR | ELECTRICAL ENGINEERING | dhana_n@mtu.ac.in |
| 40 | NGAYAIWON HASHUNAO | ASSISTANT PROFESSOR | ELECTRICAL ENGINEERING | ng_hashunao@mtu.ac.in |
| 41 | PAMEI DENIS | ASSISTANT PROFESSOR | ELECTRICAL ENGINEERING | pameidenis@mtu.ac.in |
| 42 | DR MOIRANGTHEM ROSHINI | ASSISTANT PROFESSOR | MANAGEMENT | roshini_m@mtu.ac.in |
| 43 | DR RAJESH SINGH KUMABAM | ASSISTANT PROFESSOR | MANAGEMENT | rkumabam@mtu.ac.in |
| 44 | DR ELANGBAM ROMENKUMAR SINGH | ASSISTANT PROFESSOR | MANAGEMENT | rkelangbam@mtu.ac.in |
| 45 | DR LOUREMBAM VICTORIA | ASSISTANT PROFESSOR & HEAD | MANAGEMENT | victorialou@mtu.ac.in |
| 46 | GOGO ATHOKPAM | ASSISTANT PROFESSOR | MANAGEMENT | gogo.athokpam@mtu.ac.in |
| 47 | TS SHANGHRING CATHERINE ANAL | ASSISTANT PROFESSOR | MANAGEMENT | catherinemtu@mtu.ac.in |
| 48 | ASEM NABADAVIS | ASSISTANT PROFESSOR | MECHANICAL ENGINEERING | nabadavis_a@mtu.ac.in |
| 49 | YENGKHOM MILANNAR SINGH | ASSISTANT PROFESSOR | MECHANICAL ENGINEERING | y_milannar@mtu.ac.in |
| 50 | MD MAHBOOB ALI | ASSISTANT PROFESSOR | MECHANICAL ENGINEERING | mahbooblilong@mtu.ac.in |

| SL. NO. | NAME OF FACULTY | DESIGNATION | DEPARTMENT | UNIVERSITY EMAIL |
|---------|----------------------------------|----------------------------|------------------------|-----------------------|
| 51 | DR KHAGOKPAM GOPAL KRISHNA SINGH | ASSISTANT PROFESSOR & HEAD | MECHANICAL ENGINEERING | gkrishna@mtu.ac.in |
| 52 | DR MEINAM ANNEBUSHAN SINGH | ASSISTANT PROFESSOR | MECHANICAL ENGINEERING | annebushan@mtu.ac.in |
| 53 | A SIBO ANTHONY | ASSISTANT PROFESSOR | MECHANICAL ENGINEERING | siboanthony@mtu.ac.in |
| 54 | ARUNA CHANU OINAM | ASSISTANT LIBRARIAN | LIBRARY | library@mtu.ac.in |

B. List of the Non-Teaching staff

| SL. NO. | NAME OF THE STAFF | DESIGNATION | UNIVERSITY EMAIL |
|---------|-----------------------------|---|---------------------------|
| 1 | H. GYAN PRAKASH, IAS | Vice-Chancellor | vc@mtu.ac.in |
| 2 | RAMANANDA NONGMEIKAPAM, MCS | Registrar | registrar@mtu.ac.in |
| 3 | PROF. W. JYOTIRMOY SINGH | Controller of Examination (on deputation) | coe@mtu.ac.in |
| 4 | KSH. IMOKANTA SINGH, MFS | Chief Finance Officer | finance_officer@mtu.ac.in |
| 5 | DR HUIDROM RULLY | Assistant Controller of Examinations | ace@mtu.ac.in |
| 6 | THINGUJAM VIPUL SINGH | Assistant Controller of Examinations | vipul_ace@mtu.ac.in |
| 7 | HUIDROM ROMESHCHANDRA SINGH | System Administrator | romesh_h@mtu.ac.in |
| 8 | ANGOM TERESA | Web Administrator | teresa_a@mtu.ac.in |
| 9 | KHUNDRAKPAM SOPHIA DEVI | Private Secretary to VC | sophia@mtu.ac.in |
| 10 | NINGTHOUJAM MARCELUS MEITEI | Junior Accountant | |
| 11 | YUMKHAIBAM BIJOY SINGH | | jr.accountant@mtu.ac.in |
| 12 | SABIR RAHMAN | | sabir_90@mtu.ac.in |
| 13 | WAIKHOM KHOIRIPHABA SINGH | Computer Operator | w.khoiriphaba@mtu.ac.in |
| 14 | AHEIBAM SATYAJIT SINGH | | satyajit_a@mtu.ac.in |

| SL. NO. | NAME OF THE STAFF | DESIGNATION | UNIVERSITY EMAIL |
|---------|-------------------------------|--|------------------------------|
| 15 | GAITHOILUNG KAMSON | Computer Operator | g_kamson@mtu.ac.in |
| 16 | TENSUBAM ATHOI SINGH | | athoi@mtu.ac.in |
| 17 | OINAM KHULDIP SINGH | | khuldip_o@mtu.ac.in |
| 18 | WAHENG BAM KRISHNAMOHAN SINGH | | krishnamohan_w@mtu.ac.in |
| 19 | KONSAM HEMANTA SINGH | Technical Assistant | hemanta@mtu.ac.in |
| 20 | KHOIROM ROSHAN | | roshan.kh@mtu.ac.in |
| 21 | THOUNAOJAM RAMAKANT SINGH | | ramakantth@mtu.ac.in |
| 22 | ADANI AKIM | | akimveronica@mtu.ac.in |
| 23 | RAJKUMARI REENA DEVI | | reena_rk@mtu.ac.in |
| 24 | MAYANGLAMBAM SUJATA DEVI | Library Assistant | mayanglambamsujata@mtu.ac.in |
| 25 | SILVIYA OINAM | | silviya.oinam@mtu.ac.in |
| 26 | NGANGOM DAMAYANTI DEVI | Dealing Assistant | |
| 27 | THOKCHOM ANANTARAJ MEETEI | | anantaraj@mtu.ac.in |
| 28 | NINGTHOUKHONGJAM VENUS MEITEI | | |
| 29 | MAIBAM ROMEN SINGH | | mromen@mtu.ac.in |
| 30 | LUSEENDA NGANGOM | | luseenda@mtu.ac.in |
| 31 | SYLVIA MARINGMEI | | sylvia@mtu.ac.in |
| 32 | JAILOUNGAM PANMEI | | panmei@mtu.ac.in |
| 33 | SINGAM NGANTHOI MEITEI | | nganthoi@mtu.ac.in |
| 34 | USHAM GUNABANTA | | gunabanta@mtu.ac.in |
| 35 | KHAMSUANLIAN SONGPUT | | ksongput@mtu.ac.in |
| 36 | RAJKUMARI VICTORIA DEVI | | victoria_rk@mtu.ac.in |
| 37 | SUPRIYA LAITONJAM | | supriya@mtu.ac.in |
| 38 | DEEPAK KUMAR ASEM | Laboratory Technician (Electrical Engineering) | deepak_ase@mtu.ac.in |
| 39 | HUIDROM SATISH | | stishuk@mtu.ac.in |

| SL. NO. | NAME OF THE STAFF | DESIGNATION | UNIVERSITY EMAIL |
|---------|-------------------------------|--|----------------------------|
| 40 | WAIKHOM VARUNA DEVI | Laboratory Technician (Electronics and Communication Engineering) | w.varuna@mtu.ac.in |
| 41 | NGANGBAM ANAND SINGH | | anandngangbam@mtu.ac.in |
| 42 | KSHETRIMAYUM SATYABATI DEVI | Laboratory Technician (Physics) | kshsatyabatidevi@mtu.ac.in |
| 43 | ELANGBAM ROMEO SINGH | Laboratory Technician (Chemistry) | romeosingh@mtu.ac.in |
| 44 | THIYAM RAJESH MEETEI | Laboratory Attendant (Electrical Engineering) | rajeshmeetEI@mtu.ac.in |
| 45 | HUIDROM AMARJIT MEITEI | Laboratory Attendant (Electronics and Communication Engineering) | huidrom.amarjit4@mtu.ac.in |
| 46 | BOICHA SINGH SOROKHAIBAM | Lab. Attendant, EE | boicha@mtu.ac.in |
| 47 | LONGJAM LILY DEVI | Lab. Attendant, ECE | |
| 48 | MEECOLEN KONSAM | Laboratory Attendant (Physics) | meecolen@mtu.ac.in |
| 49 | KSHETRI AGASSI | Laboratory Attendant (Chemistry) | kshetriagassi@mtu.ac.in |
| 50 | YUMNAM DEVANATH SINGH | Lab. Attendant, Physics | devanathmtu@mtu.ac.in |
| 51 | LUCKY ELANGBAM | Lab. Attendant, Chemistry | lucky@mtu.ac.in |
| 52 | RAJKUMARI BINIKA DEVI | Caretaker (Girls) | |
| 53 | LAISHRAM DIPINTI DEVI | | |
| 54 | OKRAM BHOPENDRO SINGH | Driver (Light) | |
| 55 | MOIRANGTHEM PRADIPKUMAR SINGH | | |
| 56 | SHAIKHOM BORCHANDRA SINGH | | |
| 57 | THOUNAOJAM YAISKUL SINGH | | |

| SL. NO. | NAME OF THE STAFF | DESIGNATION | UNIVERSITY EMAIL |
|---------|----------------------------------|----------------|------------------|
| 58 | KONJENGBAM BIRENTON SINGH | Driver (Light) | |
| 59 | H. PAUSUANMUNG | | |
| 60 | LUNKHOLAL TOUTHANG | | |
| 61 | NINGTHOUJAM NIPAMACHA SINGH | | |
| 62 | MUTUM GOBIN SINGH | | |
| 63 | MUTUM DAVID MEITEI | Driver (Heavy) | |
| 64 | KHUNDRAKPAM SHARAT SINGH | | |
| 65 | OINAM SHANTA | | |
| 66 | SALAM KHELEN MEITEI | | |
| 67 | USHAM ERABANTA SINGH | Peon | |
| 68 | LAIRENJAM SHARAT SINGH | | |
| 69 | NINGTHOUJAM MANGLEM SINGH | | |
| 70 | NGATHEM ACHOUBA MEETEI | | |
| 71 | DANGMEI ROBERT | | |
| 72 | NONGMEIKAPAM DEBANANDA MEITEI | | |
| 73 | GAIPHUNLUNG GONMEI | | |
| 74 | KHUMAN THEM TIKENDRAJIT SINGH | | |
| 75 | LAISHRAM NEHRU SINGH | | |
| 76 | HIROM BASANTI CHANU | | |
| 77 | ELANGBAM BIRJIT | | |

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1)(b)(x)]

| <i>Sl.No.</i> | <i>Name of the Post</i> | <i>Name</i> | <i>Pay Scale and Group of Post</i> | <i>Scale of pay (revised)</i> | <i>Pay Level</i> |
|---------------|--------------------------------------|------------------------------|------------------------------------|-------------------------------|------------------|
| 1 | Assistant Controller of Examination | Dr. Huidrom Rully | 15600-39100 + 5400 GP Group A | 56100 - 177500 | 10 UGC |
| 2 | | Thingujam Vipul Singh | | | |
| 3 | Web Administrator | Angom Teresa | 9300-34800+4400 (GP) Group A | 43,300-1,37,100 | 9 |
| 4 | System Administrator | Huidrom Romesh Chandra Singh | 9300-34800+4400 (GP) Group A | 43,300-1,37,100 | 9 |
| 5 | Private Secretary to Vice-Chancellor | Khundrakpham Sophia Devi | 9300-34800+4200 (GP) Group B | 35,400-1,12,400 | 7 |
| 6 | Computer Operator | Waikhom Khoiriphaba Singh | 5200-20200 + 2800 (GP) Group C | 29,200-92,300 | 6 |
| 7 | | Aheibam Satyajit Singh | | | 6 |
| 8 | | Tensubam Athoi Singh | | | |
| 9 | | Oinam Khuldip Singh | | | |
| 10 | | Gaithoilung Kamson | | | |
| 11 | | Wahengbam Krishnamohan Singh | | | |
| 12 | Technical Assistant | Khoirom Roshan | 5200-20200 + 2800 (GP) | 29,200-92,300 | 6 |
| 13 | | Konsam Hemanta | | | 6 |
| 14 | | Thounaojam Ramakant Singh | | | |
| 15 | | Adani Akim | | | |
| 16 | | Rajkumari Reena Devi | | | |

| <i>Sl.no</i> | <i>Name of the Post</i> | <i>Name</i> | <i>Pay Scale and Group of Post</i> | <i>Scale of pay (revised)</i> | <i>Pay Level</i> |
|--------------|-------------------------|-------------------------------|------------------------------------|-------------------------------|------------------|
| 17 | Junior Accountant | Ningthoujam Marcelus Meitei | 5200-20200 + 2400 (GP) Group C | 25,500-81,100 | 5 |
| 18 | | Yumkhaibam Bijoy Singh | | | 5 |
| 19 | | Sabir Rahman | | | |
| 20 | Dealing Assistant | Ngangom Damayanti Devi | 5200-20200 + 2000 (GP) Group C | 21,700-69,100 | 4 |
| 21 | | Thokchom Anantaraj Meitei | | | |
| 22 | | Ningthoukhongjam Venus Meitei | | | |
| 23 | | Maibam Romen Singh | | | |
| 24 | | Luseenda Ngangom | | | |
| 25 | | Sylvia Maringmei | | | 4 |
| 26 | | Jailoungam Panmei | | | |
| 27 | | Singam Nganthoi Meitei | | | |
| 28 | | Usham Gunabanta | | | |
| 29 | | Khamsuanlian Songput | | | |
| 30 | | Supriya Laitonjam | | | |
| 31 | | Rajkumari Victoria Devi | | | |
| 32 | Care Taker (Girls) | Rajkumari Binika Devi | 5200-20200 + 2400 (GP) Group C | 25,500-81,100 | 5 |
| 33 | | Laishram Dipinti Devi | | | 5 |
| 34 | Driver (LMV) | Okram Bhopendro Singh | 5200-20200 + 1900 (GP) Group C | 19,900-63,200 | 3 |
| 35 | | Moirangthem Pradipkumar Singh | | | |
| 36 | | Shaikhom Borchandra Singh | | | |
| 37 | | Thounaojam Yaikul Singh | | | |

| Sl. No. | Name of the Post | Name | Pay Scale and Group of Post | Scale of pay (revised) | Pay Level |
|---------|-----------------------|-----------------------------|--------------------------------|------------------------|-----------|
| 38 | Driver (LMV) | Konjengjam Birenton Singh | 5200-20200 + 1900 (GP) Group C | 19,900-63,200 | 3 |
| 39 | | H. Pausuanmung | | | |
| 40 | | Lunkholal Touthang | 5200-20200 + 1900 (GP) Group C | | 3 |
| 41 | | Ningthoujam Nipamacha Singh | | | |
| 42 | | Mutum Gobin Singh | | | |
| 43 | Driver (HMV) | Mutum David Meitei | 5200-20200 + 1900 (GP) Group C | 21,700-69,100 | 4 |
| 44 | | Khundrakpam Sharat Singh | | | |
| 45 | | Oinam Shanta | | | 4 |
| 46 | | Salam Khelen Meitei | | | |
| 47 | Library Assistant | Mayanglambam Sujata Devi | 5200-20200 + 2400 (GP) Group C | 25,500-81,100 | 5 |
| 48 | | Silviya Oinam | | | 5 |
| 49 | Laboratory Technician | Deepak Kumar Asem | 5200-20200 + 2400 (GP) Group C | 25,500-81,100 | 5 |
| 50 | | Huidrom Satish | | | |
| 51 | | Varuna Devi Waikhom | | | |
| 52 | | Ngangbam Anand Singh | | | |
| 53 | | Kshetrimayum Satyabati Devi | | | |
| 54 | | Elangbam Romeo Singh | | | |
| 55 | Laboratory Attendant | Meecolen Konsam | 5200-20200 + 1800 (GP) Group C | 18,000-56,900 | 2 |
| 56 | | Thiyam Rajesh Meetei | | | |
| 57 | | Kshetri Agassi | | | |

| <i>Sl. No.</i> | <i>Name of the Post</i> | <i>Name</i> | <i>Pay Scale and Group of Post</i> | <i>Scale of pay (revised)</i> | <i>Pay Level</i> |
|----------------|-------------------------|-------------------------------|--|-------------------------------|------------------|
| 58 | Laboratory Attendant | Huidrom Amarjit Meitei | 5200-20200 + 1800 (GP) Group C | 18,000-56,900 | 2 |
| 59 | | Longjam Lily Devi | | | 2 |
| 60 | | Yumnam Devanath Singh | | | |
| 61 | | Boicha Singh Sorokhaibam | | | |
| 62 | | Lucky Elangbam | | | |
| 63 | Peon | Usham Erabanta Singh | 4400-7400 + 1300 (GP) (Revised to 1650 GP) Group D | 15,700-50,000 | 1 |
| 64 | | Lairenjam Sharat Singh | | | |
| 65 | | Ningthoujam Manglem Singh | | | |
| 66 | | Ngathem Achouba Meetei | | | |
| 67 | | Dangmei Robert | | | 1 |
| 68 | | Nongmeikapam Debananda Meitei | | | |
| 69 | | Gaiphunlung Gonmei | | | |
| 70 | | Khumanthem Tikendrajit Singh | | | |
| 71 | | Laishram Nehru Singh | | | |
| 72 | | Hirom Basanti Chanu | | | |
| 73 | | Elangbam Birjit | | | |
| 74 | Assistant Librarian | Aruna Chanu Oinam | 15600-39100 +6000 AGP Group A | 57,700-1,82,400 | 10 (UGC) |
| 75 | Assistant Professor | Dr. Lourembam Iboyaima Singh | 15600-39100 +6000 AGP Group A | 57,700-1,82,400 | 10 (UGC) |
| 76 | | Asem Nabadavis | | | |

| <i>Sl. No.</i> | <i>Name of the Post</i> | <i>Name</i> | <i>Pay Scale and Group of Post</i> | <i>Scale of pay (revised)</i> | <i>Pay Level</i> |
|----------------|-------------------------|-------------------------------|------------------------------------|-------------------------------|------------------|
| 77 | Assistant Professor | Tayenjam Jeneetaa | 15600-39100 +6000 AGP Group A | 57,700-1,82,400 | 10 (UGC) |
| 78 | | Laishram Jimmy | | | |
| 79 | | Kosygin Leishangthem | | | |
| 80 | Assistant Professor | Pinky Khundrakpam | 15600-39100 +6000 AGP Group A | 57,700-1,82,400 | 10 (UGC) |
| 81 | | Thingbaijam Rajkumari Chanu | | | |
| 82 | | Dr. Loukrakpam Merin Singh | | | |
| 83 | | Rosy Kimneithem Haokip | | | |
| 84 | | Dr. Biraj Shougaijam | | | |
| 85 | | Dr. Ningombam Swapana | | | |
| 86 | | Anand Jyoti Sanasam | | | |
| 87 | | Dr. Thokchom Chhatrajit Singh | | | |
| 88 | | Dr. Rajkumar Kamaljit Singh | | | |
| 89 | Assistant Professor | Yengkhom Milannar Singh | 15600-39100 +6000 AGP Group A | 57,700-1,82,400 | 10 (UGC) |
| 90 | | Oinam Manganleiba Meetei | | | |
| 91 | | Haobam Jaillendro Khuman | | | |
| 92 | | Nongmaithem Anand | | | |
| 93 | | Chiranjiv Chingangbam | | | |
| 94 | | Gyanen Takhelmayum | | | |
| 95 | | Kakchingtabam Anil Sharma | | | |
| 96 | | Yengkhom Chandrika Devi | | | |

| <i>Sl. No.</i> | <i>Name of the Post</i> | <i>Name</i> | <i>Pay Scale and Group of Post</i> | <i>Scale of pay (revised)</i> | <i>Pay Level</i> |
|----------------|-------------------------|-----------------------------------|-------------------------------------|-------------------------------|------------------|
| 97 | Assistant Professor | Dr. Moirangthem Roshini | 15600-39100 +6000 AGP Group A | 57,700-1,82,400 | 10 (UGC) |
| 98 | | Gosaimayum Chanu Sapna | | | |
| 99 | Assistant Professor | Khwairakpam Selija | 15600-39100 +6000 AGP Group A | 57,700-1,82,400 | 10 (UGC) |
| 100 | | Dr Sonika Thongram | | | |
| 101 | | Devasis Laishram | | | |
| 102 | | Koko Karbia | | | |
| 103 | | Thelma Ngangom | | | |
| 104 | | Lourembam Ranjita Devi | | | |
| 105 | | Dr Nameirakpam Dhana-chandra | | | |
| 106 | | Ngayaiwon Hashunao | | | |
| 107 | | Pamei Denis | | | |
| 108 | | Tayenjam Aarena | | | |
| 109 | | Hanjabam Saratchandra Sharma | | | |
| 110 | | Golmei Shaheamlung | | | |
| 111 | | Songbiakthang Hangsing | | | |
| 112 | | Md Mahboob Ali | | | |
| 113 | | Dr. Khagokpam Gopal Krishna Singh | | | |
| 114 | | Dr Meinam Annebushan Singh | | | |
| 115 | | A Sibo Anthony | | | |
| 116 | | Dr Rajesh Singh Kumabam | | | |

| <i>Sl. No.</i> | <i>Name of the Post</i> | <i>Name</i> | <i>Pay Scale and Group of Post</i> | <i>Scale of pay (revised)</i> | <i>Pay Level</i> |
|----------------|-------------------------|------------------------------|------------------------------------|-------------------------------|------------------|
| 117 | Assistant Professor | Dr Elangbam Romenkumar Singh | 15600-39100 +6000 AGP Group A | 57,700-1,82,400 | 10 (UGC) |
| 118 | | Dr Lourembam Victoria | | | |
| 119 | | Gogo Athokpam | | | |
| 120 | | TS Shanghring Catherine Anal | | | |
| 121 | | Laiphangbam Renita Devi | | | |
| 122 | | Huidrom Malemnganbi | | | |
| 123 | | Dr P.Ramwungzan | | | |
| 124 | | Dr Angom Devadatta Mani | | | |
| 125 | | Dr. Ningombam Sanatombi Devi | | | |
| 126 | | M.C. Fujica | | | |
| 127 | | Dr Moirangthem Dinesh Singh | | | |

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1)(b) (xi)]

MTU Budget Allocation for FY 2024-25 under demand no 10 EDUCATION categorised as

01 Manipur Technical University

Major head- 2203

Sub-Major 00

Minor 102

Sub- Head 01

Detailed 01

| | | | |
|---------|--|------|---------------|
| Object: | 31 Grants-in-aid General | 180 | (Rs in Lakhs) |
| | 35 Grants for creation of Capital Assets | 50 | (Rs in Lakhs) |
| | 36 Grants-in-aid-Salaries | 1110 | (Rs in Lakhs) |
| | Total: Manipur Technical University | 1340 | (Rs in Lakhs) |

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section 4(1)(b)(xii)]

N/A

Particulars of recipients of concessions, permits or authorisations granted by it [Section 4(1)(b)(xiii)]

N/A

Details in respect of the information, available to or held by it, reduced in an electronic form [Section 4(1)(b)(xiv)]

All Circular/Notification/Orders are uploaded on the university website for online access.

Kindly visit: <https://mtu.ac.in/category/circular-notice/>

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 [Section 4(1)(b)(xv)]

Manipur Technical University, Library provides the following facilities to Non-MTU members or outsiders with the permission of the Librarian.

- Opening hours
 - 9.00 A.M to 5.00 P.M (Winter)
 - 9.00 A.M to 5.30 P.M (Summer)
- Sundays and holidays are closed.
- Fully air-conditioned reading room facilities.
- Daily Newspapers
 - Two Local Newspapers
 - 1. Saingai Express (English)
 - 2. Poknapham (Manipuri)
 - Two National Newspapers
 - 1. Times of India
 - 2. The Hindu
- Magazines available in the Manipur Technical Library are
 - 1. India Today
 - 2. Yojana
 - 3. Pratiyogita Darpan
 - 4. Science Reporter
 - 5. Outlook
 - 6. Sportstar
 - 7. Digits
- 12 Computers with internet connection are available for the users during the opening hours.
- Users can bring their own books and read in the library.
- Non-Manipur Technical University members can borrow books by registering themselves in the Manipur Technical University Library with the payment of certain amount.
- Transaction of books are done through KOHA software for all the users

- Reprography service/Xerox facilities are available.
- Reference books such as dictionary encyclopaedia, handbooks, etc are also available

Manipur Technical University Library also provide internship programme to the students of Master of Library & Information Science, Manipur University as the part of their syllabus without stipend.

The names, designations and other particulars of the Public Information Officers
[Section 4(1)(b)(xvi)]

Name of the PIO: Dr Huidrom Rully

Designation: Assistant Controller of Examination

Such other information as may be prescribed; and thereafter update these publications
every year [Section 4(1)(b)(xvii)]

The University maintains the information up-to-date.

-End-