

## **MANUAL – IV: THE NORMS SET BY IT FOR DISCHARGE OF FUNCTIONS**

### **Major Activities**

The major activities of the Institute include Human Resources Development, Industrial Consultancy, Industrial Research & development, Energy Audits, Safety Inspection of Factories, Testing Facilities, CAD/CAM/CAE, E-Commerce etc. These functions are discharged at the guidelines prescribed under certain standards/norms as defined from time to time.

### **Fund Management**

The Institute has a corpus fund of its own. Deficit budgetary support is received from JPC. The investments are made by the Institute with nationalized banks. For such investments tender notices are issued and investments are done with the approval of Director.

### **Revenue and Capital Expenditure**

The annual budget of the Institute is approved by the NISST Board. Necessary expenditure as per requirement is made through Administration Department in consultation with Finance department with the approval of Director/Chairman as the case may be.

### **Nature of functions/ services offered, Norms/ standards for functions/ service delivery, Process by which these services can be accessed, Time-limit for achieving the targets**

For details click [Citizens Charter](#)

### **Process of redress of grievances**

Grievances on any matter, if any, are required to be addressed to the Director, NISST in writing and are dealt with on a case to case basis by the consult officer under the supervision of the concerned HoD.