

प्रति

कुलसचिव(कार्यवाहक)

गुरु घासीदास विश्वविद्यालय, बिलासपुर(छ.ग.)



संदर्भ:- पत्र क्रमांक 362/सू.प्र./2014 बिलासपुर दिनांक 31.12.14

विषय : सूचना के अधिकार के अंतर्गत हस्तपुस्तिका अद्यतन करने संबंधित ।

महोदय,

उपरोक्त संदर्भित पत्र के तारतम्य मे सूचना के अधिकार के अंतर्गत हस्तपुस्तिका अद्यतन करने संबंधित अवलोकन करने के उपरांत उसमे त्रुटि सुधार करते हुए आप के अवलोकनार्थ अद्यतन करने संबंधी आपकी ओर सादर सूचनार्थ प्रेषित है।

संलग्न : सूचना के अधिकार संबंधी हस्त पुस्तिका

~~कुलसचिव :-~~

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*Pranesh Dahi*  
06/01/15

PLEASE UR, C.G-493009

# **INFORMATION HANDBOOK**

## **Right to Information Act 2005**

**GURU GHASIDAS  
VISHWAVIDYALAYA  
BILASPUR, C.G-495009**

## PROLOGUE

The Right to Information Act 2005 is an Act that sets out the practical regime of Right to Information for citizens to enable them to have access to the information under the control of public authority. The prime objective of the Act is to promote transparency and accountability in the functioning of public authority.

“Public Authority” is defined in the Section 2 (h) of the Act as any authority, body, or institution of self-governance established or constituted

- (a) by or under the Constitution
- (b) by any other law made by the Parliament
- (c) by any other law made by State Legislature
- (d) by notification issued or order made by the appropriate Government.

It includes body owned, controlled or substantially financed by the Government.

This Information Handbook will prove to be handy in enabling the citizens to obtain information as to the provisions of the Act, rules and regulations governing Guru Ghasidas Vishwavidyalaya and related information.

This Information Handbook contains information on 17 points under the section 4 (1) (b) of Right to Information Act-2005. The information is classified in to 17 manual.

## **MANUAL – 1**

### **Section 4(1) (b) (i)**

#### **Particulars of Organization, Functions and Duties**

##### **About the University**

Guru Ghasidas Vishwavidyalaya (A Central University) of Chhattisgarh was upgraded as a Central University by the Central Universities Act 2009 No. 25 of 2009 passed on 15<sup>th</sup> January, 2009. It was originally established as State University by an Act of State Legislative Assembly of the then undivided Madhya Pradesh on 16 June 1983. It is situated in a socially and economically challenged area of our country. The Vishwavidyalaya covers almost the total spectrum of higher education, having 9 Schools of Studies with 32 numbers of teaching departments and offers various courses in the areas of Arts, Engineering and Technology, Life Sciences, Social Sciences, Mathematical and Computational Science, Natural Resources, Physical Science, Management and Commerce, and Law. The lush green sprawling campus of the Vishwavidhyalaya is spread over, an area of approximate 655 acres. The Vishwavidyalaya aims at disseminating and advancing knowledge by providing instructional and research facilities in various branches of learning. The Vishwavidhyalaya is committed to the improvement of the social and economic conditions and welfare of the people by improving their intellectual, academic and cultural development.

##### **Objectives of the University**

The objectives of the University are as follows:

- To disseminate and advance knowledge by providing instructional and research facilities in various branches of learning;
- To run integrated courses in Humanities, Social Sciences, Science and Technology in its educational programmes;



- To take appropriate measures for promoting innovations in teaching-learning process and interdisciplinary studies and research;
- To educate and train manpower for the development of the country;
- To establish linkages with the industries for promotion of Science and Technology; and
- To pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development.

### **Functions and Duties of the University**

The functions of the University are as follows:

- To provide for instructions in the branches of learning and determine to make provisions for research and dissemination of knowledge;
- To conduct academic programmes for the preparation of under-graduate and post-graduate examinations in various faculties available in the University, and to undertake activities that are contributory to this object.
- To grant diplomas or certificates and confer degrees or other academic distinctions
- To withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- To organize and undertake extramural studies, training and extension services;
- To confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- To institute teaching or academic positions;
- To create administrative, ministerial and other posts and to make appointments thereof;
- To institute and award fellowships, scholarships, studentships, medals and prizes;
- To establish and maintain Colleges, Institutions and Halls;
- To make provision for research and advisory services;
- To organize and conduct refresher courses, workshops, seminars;
- To confer autonomous status on a college or an institution or a department;
- To lay down conditions for service of all categories of employees;

- To make arrangements for promoting the health and general welfare of the employees;
- To cooperate or collaborate or associate with university, authority or institution of higher learning;
- To establish centers and specialized laboratories or other units of for the furtherance of the objectives of the University;
- To regulate and enforce discipline among the students and the employees
- To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objectives.

**Address of the University**

Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, Chhattisgarh - 495009

(A Central University Established by an Act of Parliament, Central Universities Act-2009)

**Phone: 07752-260209, Fax: 07752-260148, Website: [www.ggu.ac.in](http://www.ggu.ac.in)**

## **MANUAL 2**

### **Section 4(1) (b) (ii)**

#### **Powers and Duties of the Officers and Employees**

The Vice-Chancellor is the principal academic and executive officer of the University. He is responsible for appropriate administration, organization, instruction and management of affairs of the University. The powers of the University are stipulated in Section 6 of the Central Universities Act, 2009. Powers of other authorities like the University Court, the Executive Council, the Academic Council, the Finance Committee and the Board of Studies specified in Section 20, 12 (1), 14, 17 (1), 16 (1). Powers and Duties of Vice Chancellor, Pro-Vice Chancellor, Deans of the Schools, Registrar, Finance Officer, Controller of Examinations and Librarian are stipulated in 3 (1), 4 (4), 5, (4), 6 (7), 7 (6) & (7), 8 (5), 9 (2) of Second Schedule, Statues of the University of the Central Universities Act, 2009.

The information is also available on the University website [www.ggu.ac.in](http://www.ggu.ac.in)

## **MANUAL 3**

### **Section 4(1) (b) (iii)**

#### **Procedure followed in the Decision Making Process**

Decisions in various matters are made by the appropriate authorities of the University as per the procedures laid down under various Ordinances, rules and regulations of the University.



## **MANUAL 4**

### **Section 4(1) (b) (iv)**

#### **Norms set by the University for the Discharge of its Functions**

The competent authority such as EC/AC sets norms and standards for various activities of the University. The University Court monitors the progress and achievements of the performance. The Executive Council (EC), subject to the control of the Court, has the power of management of the revenue, property and all administrative affairs of the University.

Academic Council (AC) is the academic body of the University. AC exercises general supervision over the academic policies of the University subject to the provisions of the Central Universities Act-2009, the Statutes and the Ordinances. AC is responsible for the maintenance of the standards of instruction, education and examination of the University.

The University Court being the supreme authority of the University has the power to review from time to time the broad policies and programs of the University and suggest measures for the improvement and development of the University.

## **MANUAL 5**

### **Section 4(1) (b) (v)**

#### **Rules, Regulations, Instructions, Manuals and Records used for Discharging Functions**

- Statutes of Guru Ghasidas Vishwavidyalaya as contemplated in the Second Schedule and 27(1) of the Central Universities Act 2009.
- Ordinance of the University as contemplated under Section 28 (1) of the Central Universities Act 2009.
- Regulations/instructions for admission regarding all the courses (undergraduate/postgraduate/ research), courses of studies



- Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff

**NB:** The University strictly follows the rules, regulations, guidelines and norms prescribed by Ministry of HRD and UGC from time to time.

## **MANUAL 6**

### **Section 4(1) (b) (vi)**

#### **Official Documents Available with the University**

- Copy of Act, Ordinances, Statutes, Regulations, Purchase Rules, Financial Powers
- Resolutions of the University Court, Executive Council and Academic Council printed and published from time to time.
- Records related to various departments, cells, sections, university teaching departments, institutes, library, guesthouse etc.
- Admission Brochures, Placement Brochures and Students Handbooks
- Annual Report of the University
- Certified Annual Accounts
- Audit reports

**NB:** There is a time lag between the approved versions and their printed versions in case of some of the documents.

Some of the documents can be seen on University website [www.ggu.ac.in](http://www.ggu.ac.in)

**NB:** Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of the University Court/EC/AC until these are printed, will remain confidential and not available in the public domain.

## **MANUAL 7**

### **Section 4(1) (b) (vii)**

#### **Public Participation in Formulation and Implementation of the Policies**

Various statutory bodies of the University, namely the University Court, EC and AC comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

## **MANUAL 8**

### **Section 4(1) (b) (viii)**

#### **Administrative Bodies of the University**

**Court, Councils, Committees, Faculties, Departments, Boards etc. under the University:**

- University Court as provided in Section 20 of the Act of the University
- Executive Council as provided in Section 21 of the Act of the University
- Academic Council as provided in Section 22 of the Act of the University
- Board of Studies in various courses as provided in Section 23 of the Act of the University
- Finance Committee as provided in Section 24 of the Act of the University

## **MANUAL 9**

### **Section 4(1) (b) (ix)**

#### **Directory of Officers and Employees**

Visit University website [www.ggu.ac.in](http://www.ggu.ac.in)

## **MANUAL 10**

### **Section 4(1) (b) (x)**

#### **Monthly Remuneration Received by each of its Officers and Employees**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University.

Visit University website [www.ggu.ac.in](http://www.ggu.ac.in)

## **MANUAL 11**

### **Section 4(1) (b) (xi)**

#### **Budgetary Provisions made to each Agency**

The budget and the financial estimates are as approved by the Executive Council and presented before the University Court.

Visit University website [www.ggu.ac.in](http://www.ggu.ac.in)

## **MANUAL 12**

### **Section 4(1) (b) (xii)**

#### **Execution of Subsidy Programmes**

Not applicable to the University

## **MANUAL 13**

### **Section 4(1) (b) (xiii)**

#### **(a) Concessions Granted by the University**

Not applicable to the University



**(b) Concessions availed by the University**

The University avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

**MANUAL 14**

**Section 4(1) (b) (xiv)**

**Information Available in Electronic Form**

All the manuals as well as the University Calendars and relevant rules of the University are available on University website [www.ggu.ac.in](http://www.ggu.ac.in)

Information related to the admission, courses, faculty etc. is available on University website [www.ggu.ac.in](http://www.ggu.ac.in)

**MANUAL 15**

**Section 4(1)(b)(xv)**

**Facilities Available to Citizens for Obtaining Information**

Information can be obtained through the notice boards, relevant brochures, University Calendars, Handbooks, which are available in printed form as well as from the website [www.ggu.ac.in](http://www.ggu.ac.in). Some of the publications (University Calendar, syllabus of various courses offered in the university/colleges etc.) are priced and can be obtained by paying the given price. Non-priced information for the public is disseminated occasionally through press releases, advertisements etc. Such information is available on the University website [www.ggu.ac.in](http://www.ggu.ac.in).

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application

has to be accompanied with the prescribed fee (presently, a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer. Presently, the rates are as given below:

- In case of photo copies, the rate would be Rs. 2/- per page.
- Information on a disk or floppy will be provided subject to availability of information in soft form.
- Admissible records may be allowed to be inspected on payment of the requisite fee per hour or part thereof, before the date and time of inspection of the same.

## MANUAL 16

### Section 4(1) (b) (xvi)

#### Particulars of the Public Information Officers

The details of Public Information Officers and Appellate Authorities are as narrated below:

#### Head of Departments & Public Information officer

1. Department of English	Prof. Manish Shrivastava
2. Department of Hindi	Prof. V.S. Rathore
3. Department of Journalism & Mass Communication	Prof. Manish Shrivastava
4. Department of Library & Information Science	Dr. Bhaskar Mukherjee
5. Department of Physical Education	Prof. V.S. Rathore
6. Department of Mechanical Engineering	Dr. Rajesh Kumar Bhushan
7. Department of Industrial & Production Engineering	Prof. Mukesh Kumar Singh
8. Department of Chemical Engineering	Mr. Neeraj Chandrakar
9. Department of Civil Engineering	Prof. Shailendra Kumar
10. Department of Information Technology Engineering	Dr. Amit Khaskalam
11. Department of Computer Science Engineering	Dr. Manish Shrivastava
12. Department of Electronics & Communication Engineering	Mr. P. S. Shrivastava
13. Department of Botany	Prof. Sunil Kumar Chaturvedi
14. Department of Biotechnology	Prof. B.N. Tiwary
15. Department of Zoology	Dr. Seema Rai
16. Department of Forensic Science	Prof. Sunil Kumar Chaturvedi
17. Department of Anthrology & Tribal	Prof. Pradipta Kishore Das
18. Department of Economics	Prof. Manisha Dubey



19. Department of Education	Dr. C. S. Vazalwar
20. Department of History	Prof. Pradeep Shukla
21. Department of Political Science & Public Administration	Prof. Anupama Saxena
22. Department of Social work	Prof. Pratibha J. Mishra
23. Department of Computer Science & Information Technology	Prof. A.K.Saxena
24. Department of Pure & Applied Mathematics	Prof. A. S. Ravdive
25. Department of Forestry, wildlife & Environmental Science	Dr. Rashmi Agrawal
26. Department of Pharmacy	Prof. J. S. Dangi
27. Department of Rural Technology	Dr. R. Mehta
28. Department of Chemistry	Prof. Gautam Kumar Patra
29. Department of Pure & Applied Physics	Prof. P.K. Bajpai
30. Department of Commerce	Prof. Lalit Prakash Pateriya
31. Department of Management	Prof. S. V. S. Chauhan
32. Department of Law	Mr. Pravesh Dalei

### **Public Information officers**

1. P.I.O. (V.C. Office)	Shri Sudhakar Lonare
2. P.I.O. (Registrar Office)	Shri S. Kardekar, A.R.
3. P.I.O. (Administration)	Shri Abhideep Tiwari, A.R.
4. P.I.O. (Finance)	Shri S.K.Tripathi, A.R.
5. P.I.O. (Academic)	Shri S.K.Mehar, D.R.
6. P.I.O. (Exam)	Shri S.Jha,D.R.
7. P.I.O. (Store)	Shri T.P.Singh, A.R.
8. P.I.O. (Development)	Shri S.K.Mehar, D.r.
9. P.I.O. (Engineering Department)	Shri Mohd. A Husain, V.E.
10. P.I.O. (Confidential)	Shri S.Kardekar, A.R.
11. P.I.O. (R.T.I. Cell)	Shri S.Kardekar, A.R.
12. P.I.O. (D.S.W.)	Prof. S.V.S.Chauhan

13. P.I.O. (Legal Cell)	Shri Abhideep Tiwari, A.R.
14. P.I.O. (Meeting Cell)	Shri S.Kardekar, A.R.
15. P.I.O. (Rajbhasha)	Shri Akhilesh Tiwari, Hindi Officer
16. P.I.O. (SC/ST Cell)	Shri S.Kispotta, I/C SC,ST Cell
17. P.I.O. (Health Centre)	Shri A.N.Mondol, Health Officer
18. P.I.O. (Guest House)	I/C Guest House
19. P.I.O. (Girls Hostel)	Dr. Smt. Rashmi Agrawal
20. P.I.O. (Boys Hostel)	Shri A. Awashii

## MANUAL 17

### Other information

#### Section 4(1) (b) (xvii)

### Other Information

#### Working hours of the University

Office hours: 09.30 AM to 6.00 PM (Monday to Friday)

#### Working hours for Central Library

Office Hours: 9.00 a.m. to 8.00 p.m. (Monday to Friday)

10.00 a.m. to 4.00 p.m. (Saturday & Sunday)

Closed on all Holidays notified by the central government.

## **Annexure-I**

The following are the officers of this University

1. The Chancellor
2. The Vice-Chancellor
3. The Pro-Vice Chancellor
4. The Deans of The Schools
5. The Registrar
6. The Finance Officer
7. The Controller of Exam
8. The Librarian

And the following are the authorities of this University

1. The Court
2. The Executive Council (EC)
3. The Academic Council(AC)
4. The Board of Committee
5. The Finance Committee