

INFORMATION HANDBOOK

under

THE RIGHT TO INFORMATION ACT, 2005

GURU GHASIDAS VISHWAVIDYALYA

BILASPUR, C.G. - 495009

INTRODUCTION

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.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

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 into 17 manual.

MANUAL – 1

Section 4(1) (b) (i)

Particulars of Organization, Functions and Duties

About the University

Guru Ghasidas Vishwavidyalaya, a Central University established by an Act of Parliament, Central University Act-2009, was established as State University by Act of State Legislative Assembly of the undivided Madhya Pradesh on 16th June, 1983. The University was upgraded to a Central University on 15th January, 2009.

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; and
- 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, C. G. 495009

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

Phone 07752-260209

Fax : 07752-260154

Website: 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 .

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

Norms and standards for various activities of the University are set by the Authorities of the University such as University Court, Executive Council (EC)/Academic Council (AC) etc.

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.

AUTHORITIES OF THE UNIVERSITY

The following shall be the Authorities of the University.

- The Court,
- The Executive Council,
- The Academic Council,
- (iii-a) The Finance Committee,
- The Schools/ Teaching Departments and
- Such other authorities as may be declared by the Statutes to be authorities of the University.

NB: Copy of Act, Ordinance, Statutes, Regulations are given on university website:

www.ggu.ac.in

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.
- Academic Calendar of the University.
- List of holidays observed by the University.

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

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.

- (a) The Executive Council has the following representations from the members of the public:
 - Two members of the court, none of them shall be an employee or a student of the University or an institution recognized by or associated with the University, to be nominated by the Visitor;
 - Four persons of distinction in academic and public life, to be nominated by the Visitors.
- (b) The Academic Council co-opts two persons from the members of the public for their special knowledge:
 - Five persons not in the service of the University, co-opted by the Academic Council for their special knowledge in educational progress and development.
- (c) Finance Committee has the following representations from the members of the public:
 - Three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive council; and
 - Three persons to be nominated by the Visitor.

MANUAL 8

Section 4(1) (b) (viii)

Administrative Bodies of the University

Court, Councils, Committees, Schools, 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

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

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

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

Information related to the admission, courses, faculty etc. is available on University website 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. 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.

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:

Sr. No.	Administrative Unit/Department	Public Information Office	Appellate Officer
1.	Registrar's Office, Meeting Cell	Shri Shrikant Kardekar, Asstt. Registrar	Registrar
2.	Academic	Shri S.K. Tripathi, Asstt. Registrar	Registrar
3.	Administrative, Vehicle Cell, Development	Shri Abhideep Tiwari, Asst. Registrar	Registrar
4.	Store and Press	Shri T.P. Singh, Asstt. Registrar	Registrar
5.	Engineering Section, Legal Cell	Shri Yogesh Chandra Sharma, Asstt. Registrar	Registrar
6.	Examination Section	Dr. Yogesh Gupta, Section Officer	Prof. A.S. Ranadive, COE
7.	Confidential-I, II	Shri A.K. Mendhe, I/o Officer	Prof. A.S. Ranadive, COE
8.	Distance Education	Dr. Manish Shrivastava, Chief Coordinator	Prof. A.S. Ranadive, COE
9.	Finance Department, Pension Cell	Shri S.K. Tripathi, Asstt. Registrar	Finance Officer
10.	SC/ST Cell	Shri S. Kispotta, I/c Officer	Registrar
11.	Proctor Office	Dr. Pradeep Shukla, Proctor	Registrar
12.	D.S.W.	Dr. S.V.S. Chauhan, DSW	Registrar
13.	Library	Dr. U. N. Singh, Librarian	Registrar
14.	Guest House	I/c Guest House	Registrar
15.	Boys Hostel	Shri A.K. Awasthi, Warden	Registrar
16.	Girls Hostel	Dr. Smt. Rashmi Agrawal, Warden	Registrar
17.	Teaching Departments	Head of the Department	Prof. M.S.K. Khokhar Pro Vice-Chancellor
18.	U.T.D. Office	S.O./Superintendent/O.A.	Registrar
19.	Rajbhasha Cell	Shri Akhilesh Tiwari, Hindi Officer	Registrar
20.	Academic Staff College	Dr. S.L. Swamy, Director (ASC)	Registrar
21.	I.T. Teaching Department	Head of the Department	Director (I.T.)
22.	I.T. Director Officer	Shri Ratin Jogi, Sports Officer	Director (I.T.)

MANUAL 17
Other information
Section 4(1) (b) (xvii)

Other Information

Working hours of the University

Office hours: **10.30 a.m. to 5.30 p.m.** (Monday to Saturday)

Working hours for Central Library

Office Hours: 9.00 a.m. to 8.00 p.m. (All working days)

10.00 a.m. to 4.00 p.m. (On all holidays except
15th August, 26 January, Holi, Diwali, Id-ul-fitar and Christmas)