

# **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 established by an Act of Parliament, Central University Act-2009, was established as State University by Act of State Legislative Assembly of the undivided Madhay Pradesh on 16<sup>th</sup> June, 1983. The University was upgraded to a Central University on 15<sup>th</sup> Jan., 09.

#### **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**

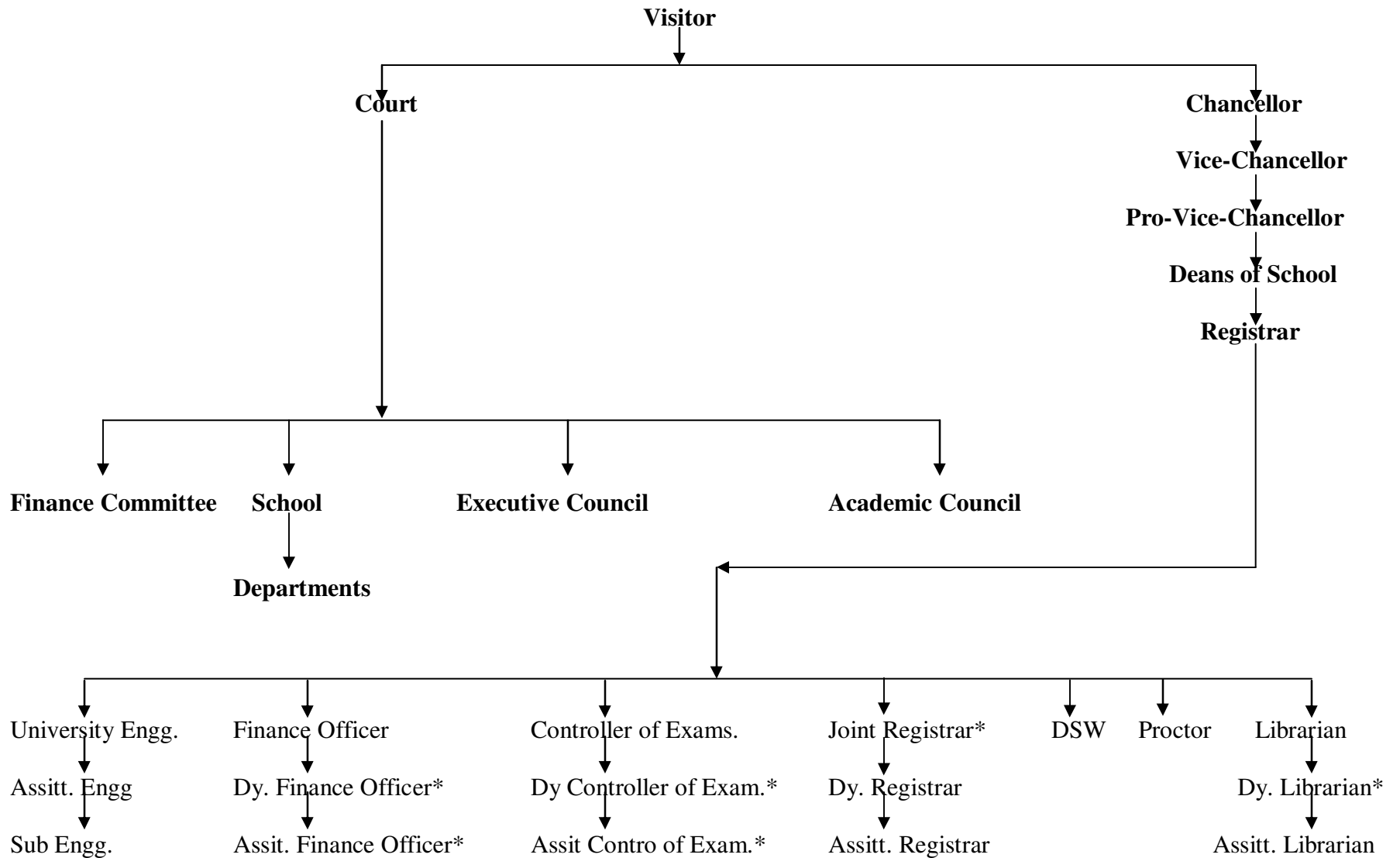
The functions of the University are as follows:

- 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 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.

Annexure-1

**Organization Structure of Guru Ghasidas Vishwavidyalaya, Bilaspur (CG)**



\* Posts proposed to be sanctioned by the UGC.

**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 : 07752-260148**

**Website: [www.ggu.ac.in](http://www.ggu.ac.in)**

**Working hours of the University**

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

## **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.

## **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 (under-graduate/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.

#### **Kindly refer to the Annexure-2**

**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, compositions 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**

Concessions that are available to various categories of students in admission to various courses are given below:

- 22.5% of the total number of seats is reserved for candidates belonging to SC/ST (15% for SC and 7.5% for ST) in each course. Admission against these seats will be made provided the candidate has passed the Qualifying Examination and appeared in the Entrance Test.
- 27% seats will be reserved for the candidates belonging to OBC category (excluding under the creamy layer).
- There is provision for supernumerary seats in certain courses as indicated by the concerned department in the details given in Admission Brochure.

**NB:** University has all the rights reserved to alter, modify or relax any of the conditions/rules in favour of the University as per the guidelines issued by Ministry of Human Resource Development, Government of India and/or 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).

Kindly refer to the Annexure-3

## **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).

#### **Working hours for Central Library**

From 10.30 a.m. to 5.30 p.m. on working days and 10.00 a.m. to 4.00 p.m. on holidays

# 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/Name of the Department	Public Information Officer	Appellate Authority
1.	Registrar's Office/ Meeting Cell	PA to Registrar	Registrar
2.	Academic Dept. and College Development	Sri S. K. Pandey, Assitt Registrar	Prof. M. S. K. Khokhar Academic/ (DCDC)
3.	Development Section/ UGC Cell	Prof. P. K. Bajpayee, Professor In-charge	Registrar
4.	Establishment/ Administration (Total)	Sri Yogesh Chandra Sharma, S.O.	Registrar (Matters related to Teachers)/ Dy. Registrar, Admn. Non-teaching and other matters
5.	Stores and Press	Sri R.K. Choubey, Incharge Stores	Registrar
6.	Examination Department	Sri T.S. Thakur, Assitt. Registrar	Controller of Examinations
7.	Confidential Section (Answer Books Cell)	Sri M. Vinchunkar, SO	Controller of Examinations
8.	Confidential Section (Question Paper Cell)	Sri A. K. Som, Sr. Supdt.	Controller of Examinations
9.	Teaching Department	Dr. Khalil Beg, SO	Registrar
10.	Finance Department and Pension Cell	Dr. Yogest Gupta SO	Finance Officer
11.	SC/ST Cell	Sri Brajbhusan Sharma, Sr. Supdt.	Registrar
12.	Statistical Cell	Sri Sunil Dwivedi, Assitt. Statistical Officer	Registrar
13.	Distance Education	Dr. Manish Shrivastava, Chief Co-ordinator	Registrar
14.	Engineering Department	Sri. Laxmikant Jaiswal, Sub. Engg.	In-charge, Engineering Dept.
15.	Proctor	Dr. Pradeep Shukla, Proctor	Registrar
16.	DSW	Dr. S. V. S. Chauhan, DSW	Registrar
17.	Dept. of Physical Education	Susri Sharda Kashyap, DPE	Registrar

18.	Library	Dr. U.N. Singh, Librarian	Registrar
19.	NSS	Co-ordinator, NSS	Registrar
20.	Guest House	Sri Rajendra Mahato, Incharge Guest House	Registrar
21.	Right to Information Cell	Prof. M.S.K. Khokhar, Nodal Officer	Registrar
22.	Boys Hostel	Sri A. Awasthi, Warden	Registrar
23.	Girls Hostel	Smt. Gopa Bagchi, Warden	Registrar
<b>Institute of Technology</b>			
A	Chemical Engineering	Prof. S.N. Saha, Professor	Prof. P.C. Upadhaya, Pro-VC
B.	Mechanical Engineering	Sri. Shailendra Singh, Workshop Superintendent	Prof. P.C. Upadhaya, Pro-VC
C.	Industrial Engineering	Sr. C.P. Dewangan, Reader	Prof. P.C. Upadhaya, Pro-VC
D.	Computer Sc. Engg	Sri. Manish Srivastava, Lecturer	Prof. P.C. Upadhaya, Pro-VC
E.	Information Technology	Dr. A. Khaskalam, Lecturer	Prof. P.C. Upadhaya, Pro-VC
F.	Electronics and Communication Systems	Sri. P. S. Srivastava, Lecturer	Prof. P.C. Upadhaya, Pro-VC
G.	Civil Engineering	Sri R.K. Choubey, Lecturer	Prof. P.C. Upadhaya, Pro-VC
H.	Director Office	Sri R.K. Tiwari, Sr. Supdt	Prof. P.C. Upadhaya, Pro-VC

## **MANUAL 17**

### **Other information**

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

##### **Other Information**

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.

## सूचना का अधिकार अधिनियम 2005

धारा 4(1) (b) – (vi)

गुरु घासीदास विश्वविद्यालय, बिलासपुर में रखे गये दस्तावेजों का विवरण –

क्र०	विभाग का नाम	दस्तावेज नस्ती का प्रकार	संधारण अवधि
1.	कुलसचिव/बैठक प्रकोष्ठ कार्यालय	वि.वि. द्वारा गठित वैधानिक समितियों के कार्यवाहियों का रख-रखाव (कोर्ट, कार्यपरिषद्, विद्या परिषद् की बैठकों की कार्यवाही)	परिनियम एवं अध्यादेश की व्यवस्था के अनुसार तथा कार्यपरिषद् के निर्णयानुसार अवधि का निर्धारण
2.	प्रशासन विभाग	समस्त शिक्षक, अधिकारियों एवं कर्मचारियों के सेवा अभिलेखों का संधारण।	—तदैव—
3.	परीक्षा विभाग	वि.वि.शि.वि. तथा विभिन्न महाविद्यालयों से प्राप्त परीक्षा आवेदन पत्रों का परीक्षण, संधारण माइग्रेशन, अस्थायी प्रमाण पत्र, उपाधि प्रमाण पत्र, समस्त परीक्षाओं का टेबुलेशन चार्ट, छात्रों का नामांकन अभिलेखों का संधारण	—तदैव—
4.	अकादमिक विभाग	वि.वि. में प्रभावी पाठ्यक्रमों, महाविद्यालयों में संचालित विभिन्न पाठ्यक्रमों की सम्बद्धता से संबंधित नस्ती, शोध छात्र/छात्राओं से संबंधित नस्ती, प्राध्यापकों की वरिष्ठता निर्धारण से संबंधित नस्ती, अन्य विश्वविद्यालयों से इस विश्वविद्यालय में प्रवेशित छात्रों से संबंधित नस्तियों का संधारण। संकाय, अध्ययन मंडल, समकक्षता समिति इत्यादि की कार्यवाहियों	—तदैव—

		के अभिलेख।	
5.	गोपनीय विभाग	प्रश्न पत्र मुद्रण, वितरण, पी.एच. डी. उपाधि हेतु मौखिक साक्षात्कार से संबंधित नस्ती एवं परीक्षोपरान्त विश्वविद्यालय में प्राप्त उत्तरपुस्तिका के मूल्यांकन से संबंधित नस्ती एवं पंजी का संधारण। परीक्षा परिणामों की घोषणा इत्यादि से संबंधित अभिलेख।	—तदैव—
6.	भण्डार विभाग	वि.वि. के क्रय समिति की बैठकों से संबंधित नस्ती एवं स्टॉक रजिस्टर का संधारण। क्रय से संबंधित अभिलेख।	—तदैव—
7.	वित्त विभाग	केश बुक, कर्मचारियों के वेतन से संबंधित लेखा, वार्षिक बजट, प्राप्ति एवं भुगतान संबंधी पंजी तथा समव्यवहार से संबंधित प्रमाणक। वित्त समिति की कार्यवाही।	—तदैव—
8.	विकास विभाग	वि.वि. अनुदान आयोग तथा शासन से एवं अन्य संस्थाओं से प्राप्त अनुदान से संबंधित एवं विकास योजनाओं के अभिलेखों का संधारण।	—तदैव—
9.	महाविद्यालयीन विकास परिषद	सम्बद्ध महाविद्यालयों के विकास कार्यक्रम में तथा वि.वि. अनुदान आयोग से प्राप्त अनुदान का उपयोगीकरण सुनिश्चित करना तथा तत्संबंधी अभिलेख/नस्तियों का संधारण	—तदैव—
10.	यांत्रिकी विभाग	निर्माण, विश्वविद्यालय सम्पदा तथा टेण्डर इत्यादि के अभिलेखों का रख-रखाव। भवनों के रखरखाव से संबंधित अभिलेख।	—तदैव—

11.	एस.सी./एस.टी/ओ. बी.सी. सेल	वि.वि.शि.वि. में अध्ययनरत छात्र/छात्राओं के छात्रवृत्ति से संबंधित अभिलेखों का संधारण	—तदैव—
12.	विधि प्रकोष्ठ	वि.वि. के न्यायालयीन प्रकरणों से संबंधित नस्ती तथा प्रकरण से संबंधित रजिस्टर तथा अधिवक्ताओं से संबंधित पंजी का संधारण	—तदैव—
13.	छात्र कल्याण विभाग	युवा उत्सव एवं छात्र कल्याण योजनाओं का क्रियान्वयन एवं मार्गदर्शन से संबंधित अभिलेखों का संधारण	—तदैव—
14.	सूचना प्रकोष्ठ	सूचना का अधिकार अधिनियम 2005 के अंतर्गत निष्पादित प्रकरणों का अभिलेख	—तदैव—
15.	वि.वि.अतिथि गृह	आगंतुकों के विवरण से संबंधित पंजी तथा अतिथिगृह के रख-रखाव से संबंधित अभिलेख	—तदैव—
16.	बालक एवं बालिका छात्रावास	छात्रावास में प्रविष्ट छात्र/छात्राओं से संबंधित अभिलेख	—तदैव—
17.	केन्द्रीय ग्रंथालय	उपलब्ध ग्रंथों का कम्प्यूटरीकृत अभिलेख तथा ग्रंथों के आगम-निर्गम से संबंधित अभिलेख	—तदैव—
18.	सांख्यिकीय प्रकोष्ठ	आकड़ों का कम्प्यूटरीकृत अभिलेख	—तदैव—
19.	दूरवर्ती शिक्षा संस्थान	दूरवर्ती शिक्षा में प्रविष्ट छात्रों का प्रवेश परीक्षा एवं संस्थान के वित्तीय अभिलेखों का संधारण	—तदैव—
20.	विश्वविद्यालय के समस्त शिक्षण विभाग/संस्थान	संबंधित विभाग के पाठ्यक्रमों में छात्रों का प्रवेश एवं अध्यापन से संबंधित अभिलेख तथा लेब एवं विभागीय ग्रंथालय से संबंधित अभिलेखों का संधारण। शैक्षणिक/विभागीय अभिलेखों का संधारण, तदर्थ शिक्षकों का विवरण इत्यादि।	—तदैव—

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## Information Available in Electronic Form

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गुरु घासीदास विश्वविद्यालय बिलासपुर में इलेक्ट्रॉनिक प्रारूप में उपलब्ध सूचनाओं का विवरण

क्र०सं०	प्रलेख/फाइल/रजिस्टर का प्रकार	उप-विषय (Subtopic)	किस इलेक्ट्रॉनिक प्रारूप में रखा गया है	प्रभारी अधिकारी
			1. टेप 2. फिल्म 3. सी.डी. 4. फ्लॉपी 5. अन्य कोई	
01	स्नातक, स्नातकोत्तर एवं पत्रोपाधि के समस्त पाठ्यक्रम एवं शिक्षकों की वरिष्ठता सूची	अकादमिक अभिलेख	सी.डी.	विभागीय अधिकारी/प्रभारी/उप/सहायक कुलसचिव
02	समस्त परीक्षाओं का परीक्षा परिणाम	टेबुलेशन चार्ट	सी.डी.	विभागीय अधिकारी/प्रभारी/उप/सहायक कुलसचिव
03	पुनर्मूल्यांकन परिणाम	टेबुलेशन चार्ट	सी.डी.	विभागीय अधिकारी/प्रभारी/उप/सहायक कुलसचिव
04	परीक्षार्थियों की जानकारी	महाविद्यालय एवं विषयवार	सी.डी.	विभागीय अधिकारी/प्रभारी/उप/सहायक कुलसचिव
05	वार्षिक बजट	अनुमानित बजट एवं वास्तविक आय-व्यय, अधिकारियों/कर्मचारियों एवं शिक्षकों के वेतन भत्ते माहवार	सी.डी.	विभागीय अधिकारी/प्रभारी/उप/सहायक

				कुलसचिव
06	वार्षिक प्रतिवेदन	वर्षवार	सी.डी.	विभागीय अधिकारी / प्रभारी / उप / सहायक कुलसचिव
07	विश्वविद्यालय की प्रवेश विवरणिका	शिक्षण सत्रवार	सी.डी.	विभागीय अधिकारी / प्रभारी / उप / सहायक कुलसचिव
08	दूरवर्ती शिक्षण प्रवेश विवरणिका	पत्राचार पाठ्यक्रम (सत्रवार)	सी.डी.	विभागीय अधिकारी / प्रभारी / उप / सहायक कुलसचिव
09	सांख्यिकी निदर्शन	प्रगति प्रतिवेदन	सी.डी.	विभागीय अधिकारी / प्रभारी / उप / सहायक कुलसचिव
10	न्यायालयीन प्रकरणों की सूची	न्यायालयों के श्रेणी के अनुसार वर्गीकृत	सी.डी.	विभागीय अधिकारी / प्रभारी / उप / सहायक कुलसचिव

- विश्वविद्यालय से संबंधित जानकारी वि.वि. वेबसाइट [www.ggu.ac.in](http://www.ggu.ac.in) में उपलब्ध है