

# **INFORMATION HANDBOOK**

**Under  
Section 4(1) (b) of**

**RIGHT TO INFORMATION ACT,2005**



**GURU JAMBHESHWAR UNIVERSITY  
OF SC. & TECHNOLOGY,  
HISAR-125001.**

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## **INTRODUCTION**

The Right to Information Act(RTI Act) intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financial 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 public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Guru Jambheshwar University of Science & Technology, Hisar and related information.

This Information Handbook is divided into 17 manuals as per requirement of Section (4) of the RTI Act,2005.

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

#### **Particulars of organization, functions and duties**

The Guru Jambheshwar University of Science & Technology, Hisar, was established on October 20, 1995 by an Act of the Legislature of the State of Haryana with the objectives *‘to facilitate and promote studies and research in emerging areas of higher*

*education with focus on new frontiers of technology, pharmacy, environmental studies, non-conventional energy sources and management studies and also to achieve excellence in these and connected fields*'. It was formally inaugurated on November 1, 1995. It is named after Guru Jambheshwar Ji Maharaj, a saint environmentalist of 15th century. Keeping in view the nature of courses offered at the University and the mandate for which it had been established the name of the University has been changed as Guru Jambheshwar University of Science & Technology.

### **Powers/Functions of the University**

The powers of the University are as stipulated in Section 6 of Guru Jambheshwar University of Science & Technology, Hisar, which is as under:-

- [(a) to provide facilities and promote studies and research in emerging areas of higher education, including new frontiers of technology, pharmacy, environmental studies, non-conventional energy sources and management studies, and also to achieve excellence in these and connected fields;
- (b) to hold examinations and grant degrees, diplomas and other academic distinctions or titles to persons in the fields of emerging areas of higher education, technology, pharmacy, management etc. as laid down in the Statutes, Ordinances or Regulations ]
- (c) to confer honorary degrees or other distinctions on approved persons in the manner laid down in the Statutes;
- (d) to institute prizes, medals, research studentships, exhibitions and fellowships;
- (e) to receive gifts, donations or benefactions from the Government and to receive gifts, donations and transfers of movable or immovable property from transfers, donors, testators, as the case may be; and to create such corpus fund with the donations so received for the welfare of the University;
- (f) to institute principalships, professorships, readerships, lecturerships, and to create other posts of any description required by the University and to appoint persons to such posts;
- (g) to cooperate with educational and other institutions in India and abroad having objectives similar to those of the University in such manner as may be conducive to their common goals;
- (h) to provide instruction, including correspondence and such other courses, to such persons as are not members of the University, as it may determine;
- (i) to approve persons for imparting instruction in any college or institution admitted to the privileges of the University;

- [(j) to maintain institutes, colleges of technology, pharmacy, management, Post Graduate Regional Centre, Sirsa etc. established by the University and to admit to its privileges colleges of technology, pharmacy, management and colleges or institutes in the areas specified under sub-section (1) of section 4 and to disaffiliate colleges or institutes if they are not being run as per provisions of the Act, Statutes or Ordinances contained therein; ]
- (k) to declare a college, an institution or a department as autonomous college or institution or department, as the case may be;
- (l) to borrow with the approval of the Government, on the security of the property of the University, money for the purposes of the University;
- (m) to supervise, control and regulate the residence, conduct and discipline of the students of the University and of colleges and institutions within the jurisdiction of the University;
- (n) to deal with any property belonging to, or vested in the University, in such manner as the University may deem fit for advancing the objects of the University;
- (o) to assess the needs of the State and the country in terms of subjects, fields of specialization, levels of education and training of technical manpower both on short and long term basis and to initiate necessary programmes to meet those needs;
- (p) to organize advanced studies and research programmes based on a deep understanding of the trends in engineering, technology, \*\* [pharmacy], management and in allied sciences so that the production will be ensured of men who are not only up-to-date but also will be able to provide the lead;
- (q) to promote research, design and development activities that have a relevance to social needs and the development programmes of the State;
- (r) to initiate measures to enlist the cooperation of industries and Government employers to provide complementary facilities;
- (s) to provide for continuous experimentation in imparting knowledge, organization of training and preparation of text books and other instructional materials;
- (t) to arrange for progressive introduction of continuous evaluation and reorientation of the subjective in educational measurement;
- (u) to further entrepreneurial ability among, its students;
- (v) to educate the public with regard to the requirement of, and opportunities, in the profession of engineering, technology, management and allied sciences and its responsibilities and services to society.

## **Territorial exercise of Powers**

- (1) The limits of the area within which the University shall exercise its powers, shall be such as the Government may, from time to time, by notification, specify  
Provided that different areas may be specified for different faculties.
- (2) Notwithstanding anything contained in any other law for the time being in force, any college situated within the limits of the area specified under sub-section (1) shall, with effect from such date as may be notified in this behalf by the Government, be deemed to be associated with, and admitted to the privileges of the University and shall cease to be associated in any way with, or be admitted to, the privileges of any other University, and different dates may be notified for different colleges.

### **MANUAL – 2** **Section 4 (1) (b) (ii)**

#### **powers and duties of its officers and employees;**

#### **Power and duties of the Vice Chancellor( Statute 17)**

Vice-Chancellor – The Vice-Chancellor is the principal academic and executive officer of the University. Powers of the Vice-Chancellor are as stipulated in Statute 1 of the Act

1. (i) The Vice-Chancellor shall be ex officio Chairman of the Executive Council, the Academic Council and the Finance the Committee, and shall, in the absence of the Chancellor, preside over the convocations of the University held for conferring degrees and over the meetings of the Court. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat, unless he is a member of such authority or body.
- (ii) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall take all necessary steps to ensure such observance.
- (iii) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee and any other authority or body of the University.
- (iv) The Vice-Chancellor shall exercise general control over the affairs of the University and shall give effect to the decisions of the authorities of the University.
- (v) The decision of the Vice-Chancellor regarding seniority for nomination to the various authorities or bodies of the University, shall be final.

### **Powers and duties of the Registrar**

- (i) The Registrar shall be ex officio Secretary of the Executive Council and Faculties but shall not be deemed to be a member of any of these authorities, and shall be ex officio Member Secretary of the Court and the Academic Council.
- (ii) When the Office of the Registrar is vacant or when the Registrar is by reason of illness, or any other cause unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint temporary for the purpose till regular appointment is made by the Chancellor on the advice of the Government.
- (iii) It shall be the duty of the Registrar-
  - (a) to be the custodian of the records, common seal and such other property of the University as the Vice-Chancellor shall commit to his charge;
  - (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Faculties and any Committee appointed by any authority of the University;
  - (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Faculties and any Committee appointed by the authority of the University ;
  - (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Faculties;
  - (e) to supply to the Chancellor copies of the agenda, the minutes of the meetings of the authority of the University as soon as they are issued ;
  - (f) to perform such other duties as may, from time to time, be assigned to him by the Vice-Chancellor.
- (v) The Registrar shall have power to administer warning or to impose the penalty of censure or withholding of increments upon such of the employee, excluding teachers of the University and academic staff, as may be specified in the orders of the Executive Council and to suspend them pending enquiry;

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

- (vi) An appeal shall be to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (v).
- (vii) In case the inquiry discloses that a punishment, beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor alongwith his recommendations :

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (viii) The Registrar shall be the authorized officer to enter into agreements, sign documents and authenticate records on behalf of the University and shall act in such capacity when the appropriate authority has taken a decision in the matter. The Registrar shall also exercise such other powers and perform such other duties as may be prescribed by Statutes.

**Powers and duties of other officers of the University:**

1. The following persons in the service of the University are also declared to be the officers of the University, namely :-

- (a) Dean Academic Affairs;
- (b) Proctor ;
- (c) Chief Warden ;
- (d) Dean of Students Welfare ;
- (e) Controller of Examinations.

(i) **Powers of Dean Academic Affairs/Proctor/Chief Warden/Dean of Students Welfare**

2. **The Dean Academic Affairs, the Proctor, the Chief Warden and the Dean of Students Welfare**, shall be appointed by the , Executive Council on the recommendations of the Vice-Chancellor from amongst the teachers of the University, not below the rank of Professor, on the terms and conditions to be determined by the Executive Council, on the recommendations of the Vice- Chancellor.
3. (i) **The Controller of Examinations**, shall be whole-time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of the Establishment Committee, on such terms and conditions as may be prescribed by the Executive Council.

(ii) It shall be the duty of the Controller of Examinations-

- (a) to conduct examinations in a disciplined and efficient manner;
- (b) to arrange for the setting of papers with strict regard to secrecy;
- (c) to arrange for the evaluation of answer sheets in accordance with the planned time schedule for results;
- (d) to constantly review the system of examinations in order to enhance the level of the impartiality and objectivity with a view to making it a better instrument for assessing the attainments of students;
- (e) any other matter connected with the system of examinations which may, from time to time, be assigned to him by the Vice-Chancellor.



**MANUAL – 3**  
**Section 4(1)(b)(iii)**

**Procedure followed in the decision making process including channels of supervision and accountability;**

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

The administration of the University consists of various Sections which are normally headed by Dy. Registrar/Asstt. Registrar who is a Group 'B' Officer. The Superintendent of the branch performs the duty of a supervisor and manages the affairs of the Section under overall control of Dy.Registrar/Asstt. Registrar. He is assisted by the Dy. Superintendtn/Assistant-cum-DEOs/Clerk-cum-JDEOs to be posted as per administrative requirement, workload etc. Then help in proper file management and transit of files/papers for day to day business. The Superintendent report to the concerned Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar as per administrative hierarchy . The staff posted teaching and non-teaching in the Faculties/Departments report to the concerned Head of the Department.

The set up of the Examination Wing and Libraries of the University is hierarchically similar to the above system of the administration of the University as far as channel of submission of the files are concerned, subject to changes as per administrative convenience, similarly in the Examination office, Deputy Registrar(Examination)/Assistant Registrar(Examinations) report to the Controller of Examinations.

## **MANUAL – 4**

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

#### **Norms set by the University for discharge of its functions:**

##### **Authority of the University.**

The following shall be the authorities of the University,  
namely :-

- (i) the Court ;
- (ii) the Executive Council ;
- (iii) the Academic Council;
- (iv) the Finance Committee;
- (iva) the Board of Governors of Haryana School of Business;
- (v) the Faculties;
- (vi) the Planning Board; and
- (vii) such other authorities as may be declared by the Statutes to be the authorities of the University.

##### **The Court**

- (1) The constitution of the Court, and the term of office of its members shall be prescribed by the Statutes.
- (2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:-
  - (a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University ;
  - (b) to consider and pass resolution on the annual report, annual budget and the annual accounts of the University and on the audit report of such accounts;
  - (c) to advise the Chancellor in respect of any matter which may be referred to it for advice; and
  - (d) to perform such other functions as may be prescribed by the Statutes.

##### **The Executive Council**

- (1) The Executive Council shall be the principal executive body of the University.
- (2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be such as may be prescribed by the Statutes.

##### **The Academic Council**

- (1) The Academic Council shall be the principal academic body

of the University and shall, subject to the provisions of this Act, the Statutes and Ordinances, co-ordinate and exercise general supervision over all academic policies of the University.

- (2) The constitution of the Academic Council, the term of office of its members and its powers and functions shall be such as may be prescribed by the Statutes.

### **School and Faculties**

The constitution and functions of the School and Faculties shall be such as may be prescribed by the Statutes.

### **Finance Committee**

The constitution of the Finance Committee, the term of office of its members, and its powers and functions shall be such as may be prescribed by the Statutes.

### **Planning Board**

The constitution and functions of the Planning Board shall be such as may be prescribed by the Statutes.

### **Status and their scope**

Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely :-

- (a) the constitution, powers and functions of the authorities and other bodies of the University as may be constituted from time to time;
- (b) the classification, mode of appointment, powers and duties of the teachers and the officers of the University;
- (c) the conditions of service including provision for pension or provident fund or insurance scheme for the benefit of the employees of the University;
- (d) the conferment of honorary degrees;
- (e) the establishment and abolition of faculties and departments;
- (f) the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes;
- (g) the maintenance of discipline among the students;
- (h) the conditions under which colleges and institutions may be admitted to the privileges of the University and the withdrawal of the same;
- (i) the delegation of powers vested in the authorities or officers of the University; and
- (j) all other matters which by this Act, are to be or may be provided for by the Statutes.

### **Statutes how made.**

- (1) On the commencement of this Act, the Statutes of the University shall be those as set out in the Schedule:

Provided that the authorities of the University constituted under the Statutes framed before the commencement of this Act shall continue to exercise all the powers and perform all the functions under this Act till such authorities are constituted in terms of the Statutes set out in the Schedule referred to above.

- \*(2) The Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes in the manner hereafter provided in this section:

Provided that the Executive Council shall not make, amend or repeal any Statute, affecting the status, power or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the Executive Council.

- (3) The Academic Council may propose to the Executive Council a draft of any Statute relating to academic matters for consideration by the Executive Council.

- \*\* (4) Every new Statute or addition to the Statute or any amendment or repeal of a Statute shall require the approval of the Chancellor who may approve, disapprove or remit it for further consideration. A Statute passed by the Executive Council shall have no validity until it has been assented to by the Chancellor.

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\*Substituted by Haryana Act No. 19 of 1999.

\*\* Inserted by the Haryana Act No. 19 of 1999.

- (5) Notwithstanding anything contained in the foregoing sub-sections, the Chancellor, either suo motu or on the advice of the Government, may direct the Executive Council, to make, amend or repeal the Statutes in respect of any matter specified by him and if the Executive Council fails to implement such a direction within sixty days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Executive Council or its inability to comply with such direction, make, amend or repeal the Statutes suitably.

### **Ordinances and their scope**

Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters  
namely :

- (a) the admission of students to the University and their enrolment as such ;  
(b) the courses of study to be laid down for all degrees, diplomas and certificates of the University ;

- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examination of the University and shall be eligible for degrees and diplomas;
- (d) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University; and further to make progressively the fee structure so flexible that the courses could become self-financing to the extent possible ;
- (e) the conditions of the award of fellowships, studentships, exhibition, medals and prizes;
- (f) the conduct of examinations, including the term of office and manner of appointment and the duties of examiners and moderators;
- (g) the conditions of residence of students of the University; and
- (h) all other matters which by this Act or the Statutes are to be made or may be provided for by the Ordinances.

### **Ordinances how made**

- (1) The Ordinances shall be made, amended, repealed or added to by the Executive Council:

Provided that no Ordinance shall be made-

- (a) affecting the admission or enrolment of students or prescribing examinations to be recognized as equivalent to the University examinations ; and
- (b) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any course of study;

unless the draft of such an Ordinance has been proposed by the Academic Council.

- (2) The Executive Council may return to the Academic Council for reconsideration, either in whole or in part, any draft proposed by the Academic Council under sub-section (i) alongwith its suggestions :

Provided that the Executive Council shall not amend the draft proposed by the Academic Council itself. It may, however, reject such draft when submitted to it by the Academic Council for the Second time;

- (3) All Ordinances made by the Executive Council shall have effect from such date as it may direct and every Ordinance made shall be communicated, as soon as may be, to the Chancellor.

- (1) The authorities of the University may make Regulations Consistent with this Act, the Statutes and the Ordinances-
  - (a) laying down the procedure to be observed at their meetings; and
  - (b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations.

- (2) Every authority of the University shall make Regulations providing for giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of the meetings.

## **MANUAL – 5**

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

#### **Rules, regulations and instructions used:**

- Statutes of the Guru Jambheshwar University of Science & Technology ad made under section 21 of the Guru Jambheshwar University of Science & Technology Act, 1995.
- Ordinances of the University as made under Section 22 of the Guru Jambheshwar University of Science & Technology Act, 1995.
- Regulations of the University as made under Section 23 of the Guru Jambheshwar University of Science & Technology Act, 1995..
- Reservation policies of the State Govt. as applicable to the Guru Jambheshwar University of Science & Technology, Hisar in recruitment as well as admission related matters.
- University Non-teaching Employees(Terms & Conditions of Service) Rules, 1971.
- Recruitment Rules ( Non Teaching Employees) 2008 under Ordinance XXII-D.
- Thee scheme of Internal Assessment ( CBS Ordinance
- Ordinance -Doctor of Philosophy (Ph.D.)
- General Provident Fund Rules as applicable to the University employees

**MANUAL – 6**  
**Section 4(1) (b) (vi)**

**Official documents and their availability:**

- Minutes of the University Court, Executive Council and Academic Council printed and published from time to time.
- The University Prospectus for admissions for various courses in the University is available in print form in the respective Faculties/Departments. Many of them are also available on the website of the University.
- University Calendar – Vol. .I dealing with Act and Statutory provisions
- University Calendar – Vol. .II & III are under process.
- Annual Report of the University
- Budget Estimates of the University: Annexure I
- List of holidays observed by the University available in print form.

**MANUAL – 7**  
**Section -4(1) (b) (vii)**

**Mode of public participation**

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

- (a) The University Court has the following representation from the members of the public:
- (b) The Executive Council
- (c) The Academic Council
- (d) Finance Committee

**MANUAL – 8**  
**Section 4(1) (b) (viii)**

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

- University Court as provided in Section 6 of the University Act
- Executive Council as provided in Section 8 of the University Act
- Academic Council as provided in Section 10 of the University Act
- Finance Committee as provided in Section 12(1) of the University Act
- Faculties as provided in Section 14 of the University Act
- Departments as provided in Section 24 of the University Act
- Board of Research Studies as provided in Section 26(1) & (2) of the University Act
- Various other Committees/Standing Committees are constituted by the University authorities from time to time for administrative convenience and smooth functioning of the University.

**MANUAL – 9**  
**Section 4(1) (b) (ix)**

**Directory of officers and employees**

- Directory of the university employees is available on home page of the University Website.

**MANUAL – 10**  
**Section 4(1) (b) (x)**

**Monthly remuneration received by each of its employee:**

This is available on the Home Page of the University website.

**MANUAL – 11**  
**Section 4(1) (b) (xi)**

**Budget allocated to each agency**

- The budget and the financial estimates are as approved by the Executive Council and presented before the University Court.
- The budget estimates and the statement of expenditure/income are available at annexure 1.



**MANUAL – 12**  
**Section 4(1) (b) (xii)**

**Manner of execution of subsidy programmes:**

- The University does not have any subsidy Programme.

**MANUAL – 13**  
**Section 4(1) (b) (xiii)**

**Concessions granted by the University:**

- Full tuition fee concessions may be given to deserving students by the Chairpersons of the departments upto 10 per cent of the total strength in the courses mentioned in column 'A' and 'C'.
- The Vice Chancellor may, in deserving cases and on the recommendations of the Chairpersons of the department concerned, grant additional fee concession upto 10 percent provided that not more than one such additional fee concession shall be awarded in any class in a department.
- Tuition fee concession may be allowed to two children of the same parents at the following rates in respect of the courses mentioned in Column 'A' and 'C':
  - (i) The elder to pay full fee: and
  - (ii) The younger to pay half fee
- The children of the serving/retired military personnel upto the rank of N.C.O. or of military personnel killed or incapacitated wholly or partly during the war shall be allowed full tuition fee concession in respect of the courses mentioned in Column 'A' and 'C'.
- Blind/physically Handicapped students and wards of Freedom Fighters may, on an application, be granted full tuition fee concession in respect of the courses mentioned in column 'A' and 'C'.
- 1/3<sup>rd</sup> concession of the total fee may be granted to the students belonging to weaker sections of the society subject to submission of Yellow Card and Income Certificate of the Competent Authority in respect of the courses mentioned in column 'A' and 'C'.

- 50 per cent concession of the total fees to the university employees and their dependents may be allowed in regular, part time, self financed courses in the University Teaching Departments and courses through Distance Education mode.
- The retired employees of this University may be treated at par with the serving employees for the purpose of fee concession for their wards/spouses. The wards of deceased employee (including pensioners) of this University may be granted 100 percent Tuition Fee Concession in regular, part time, self financed courses in the University Teaching Departments and Courses through Distance Education mode.
- The fee concession on the pattern of GJUS&T employees will also be admissible to the employees working at Head Office of the Directorate of Technical Education, Haryana and Audit Staff posted in this University provided that the benefit will remain available to the audit staff till the semester/half yearly period in which the said employee leaves this University.

Information available in electronic form:

- University Calendar containing the Act, Statutes, and Ordinances are available on the University website- [www. Gju.ernet.in](http://www.Gju.ernet.in) which is updated from time to time.
- Information about the admissions, syllabus, examinations, courses, results are available on the website of the University.
- Information regarding various faculties/department, Library, Amenities and Services are available on the website of the University at relevant places.
- Handbooks, tenders and quotations, notifications issued from time to time, latest advertisement, career opportunities, adhoc appointments, various kinds of forms are also available on the website of the University with the link on the Home Page.
- A link of the Colleges has been provided under the Head 'Colleges' on the Home Page of the University.
- Some of information available in the electronic form has already been elaborated under manual 5 of this manual.

**MANUAL 14**  
**Section 4(1) (b) (xiv)**

**Information available in electronic form**

- University Calender containing the Act, Statutes, and Ordinances are available on the university website: [www.gju.ernet.in](http://www.gju.ernet.in) which is updated from time to time.
- Information about the admissions, syllabus, examinations, courses, results are available on the website of the University.
- Information regarding various faculties/department, Library, Amenities and Services are available on the website of the University at relevant places
- Prospectus, tenders and quotations, notifications issued from time to time, latest advertisement, career opportunities, various kinds of forms are also available on the website of the University with the link on the Home Page.
- Some of **information** available in the electronic form has already been elaborated under manual of this manual.

**MANUAL – 15**  
**Section 4(1) (b) (xv)**

**Means, methods and facilities available to citizens for obtaining information:**

Information can be obtained by the citizens through various means which includes

- Website of the University – [www.gju.ernet.in](http://www.gju.ernet.in)
- Notice boards at the Departments, Faculties, various Offices of the University.
- Prospectus of various courses run by the University. However Prospectus is generally a priced publication.
- Office of the Dean, Students Welfare in the University.
- Information for the general public is disseminated occasionally through press releases, advertisements etc. These are also available on the University website [www. Gju.ernet.in](http://www.Gju.ernet.in)
- University has established a Computer Centre which is having High Speed Internet connection for surfing and academic activities with 135 computers and 4 Servers. This is open for teachers and students of the university

- University has also a big Library with about 62366 text/reference books. The library also subscribes to 152 Indian journals and 36 foreign journals. The library is open for its reader from 9.30 to 7.00 p.m. on all working days and 9.30 a.m. to 5.00 p.m. on holidays. During examinations the library has also the facility of one Nigh Reading AC Hall with a capacity of 84 seats remains open up to 12.00 midnight during examination days.
- University has also established a Health Centre which provides health facilities to the students, teachers and their families and non teaching staff and their families.

**MANUAL – 16**  
**Section 4(1) (b) (xvi)**

**Names, Designation and particulars of PIO**

Sr.No.	Name and Designation	Matters concerning the offices
1.	Prof. Nawal Kishore, DSW	Students activities and problem
2.	Prof. S.C. Kundu, Chief Warden	Hostels
3.	Prof. Rajesh Malhotra, Proctor	Control and regulate the residence, conduct and discipline of the students of the University
4.	Sh. R.K. Yadav, Dy. Registrar	Examinations
5.	Sh. B.S. Kundu, Dy. Registrar	Accounts
6.	Sh. B.S. Verma, Dy. Registrar	Distance Education
7.	Sh. V.C. Walia, Dy. Registrar	Matters of General Branch, Security and Purchase
8.	Sh. Ashok Ahlawat, XEN	University Works Department
9.	Sh. Suresh Sharma, Asstt. Registrar	Academic
10.	Sh. Nafe Singh, Asstt. Registrar	Establishment
11.	Sh. Sunder Lal Saini, Asstt. Registrar	Faculty

**FIRST APPELLATE AUTHORITY**

**Prof. R.S. Jaglan, Registrar of the University**

**Annexure I**

**ABSTRACT OF INCOME AND EXPENDITURE FOR THE YEAR :2007/08**

	<b>INCOME (Rs. In Lacs</b>				<b>EXPENDITURE (Rs. In Lacs)</b>		
<b>Sr. No.</b>		<b>Amount</b>	<b>Total</b>	<b>Sr. No.</b>		<b>Amount</b>	<b>Balance</b>
<b>I</b>	<b>PLAN</b>			<b>I</b>	<b>PLAN</b>		
i)	Opening balance as			i)	Salaries	933.81	
	On 01.04.2007	239.07		ii)	Other Charges	629.58	
ii)	Balance from CAC A/Cs	339.22					
iii)	Grant in aid	1100.00		iii)	Construction (740.00)	878.69	
iv)	Internal receipt	505.79		iv)	Exp. S.E. Office (138.69)		
v)	Income S.E. Office	11.43					
			2195.51			2442.08	-246.57
<b>II</b>	<b>UNIVERSITY GRANTS COMMISSION</b>			<b>II</b>	<b>UNIVERSITY GRANTS COMMISSION</b>		
i)	Opening balance as on 01.04.2009	45.88					
ii)	Grant	134.74	180.62		Expenditure	76.03	104.59
<b>III</b>	<b>SCHEMES (UGC &amp; OTHER AGENCIES)</b>				<b>SCHEMES (UGC &amp; OTHER AGENCIES)</b>		
i)	Opening balance as on 01.04.2004	186.60					
ii)	Grant	216.74					
iii)	Income	13.80			Expenditure	155.86	286.46
iv)	Transferred from 0115	25.18	442.32				
<b>IV</b>	<b>DEPOSITS AND REMITTANCES</b>			<b>IV)</b>	<b>DEPOSITS AND REMITTANCES</b>		
i)	Opening balance as on 01.04.2007	145.37					

ii)	Grant						
iii)	Income	133.11	278.48		Expenditure	152.24	126.24
<b>V</b>	<b>ENDOWMENT FUNDS</b>			<b>V</b>	<b>ENDOWMENT FUNDS</b>		
i)	Opening balance as on 01.04.2007	13.77					
ii)	Grant						
iii)	Income	2.15	15.92		Expenditure	0	15.92
<b>VI</b>	<b>SELF FINANCE COURSES</b>			<b>VI</b>	<b>SELF FINANCE COURSES</b>		
i)	Opening balance as on 01.04.2007	2252.47					
ii)	Grant						
iii)	Income	3225.13	5477.60		Expenditure	614.08	4863.52
<b>VII</b>	<b>WORLD BANK PROJECT</b>			<b>VII</b>	<b>WORLD BANK PROJECT</b>		
i)	Opening balance as on 01.04.2007	355.99					
ii)	Grant						
iii)	Income	191.32	547.31		Expenditure	281.07	266.24
	Opening Balance	3578.37					
	Receipt	5559.39	9137.76		Total Expenditure	3721.36	5416.40