

INFORMATION
HANDBOOK UNDER
RIGHT TO INFORMATION ACT, 2005



GURU NANAK DEV UNIVERSITY, AMRITSAR

(Established under the Punjab State Legislature Act. No. 21 of 1969)

**GURU NANAK DEV UNIVERSITY,
AMRITSAR INDEX
RIGHT TO INFORMATION
ACT - 2005**

Manual No.	Subject	Page
1	The Particulars of university organization, functions and duties	1
2	The powers and duties of university officers and employees	10
3	The procedure followed in the decision making process, including channels of supervision and accountability	13
4	The norms set by university for the discharge of its functions	14
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by university employees for discharging its functions	15
6	A statement of the categories of documents that are held by university or under its control	16
7	The particulars of any arrangement that exists. For consultation with, or representation by, the members of the public in relation to the formulation of university policy or implementation thereof	17
8	A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as university part or for those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	18
9	A directory of university officers and employees	19
10	The monthly remuneration received by each of university officers and employees, including the system of compensation as provided in its regulations	20
11	The Budget allocated to each of university agency, including the particulars of all plans, proposed expenditure and reports on disbursements made	21
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	22
13	The particulars of recipients of concession, Permits or authorization of such programmes	23
14	The details in respect of the information, available to or held by university reduced in an electronic form	26
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	27
16	The names, designations and other particulars of the Public Information Officer	28
17	Such other information as may be prescribed and thereafter update these publications every year	29

INTRODUCTION

The Right to Information 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 for, constituted by or under the constitution or bylaw made by the Parliament or any State Legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in Section 2(i) 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 enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Guru Nanak Dev University and related information.

This Information Handbook is divided into 17 manuals.

Manual-12 provides information on the manner of execution of subsidy programme. This Programme per se is not applicable to the University.

MANUAL -I

Section 4(1)(b)(i)

(The Particulars of University organization, functions and duties)

Guru Nanak Dev University, Amritsar was established under the State Legislature Act. No. 21 of 1969.

About Guru Nanak Dev University

The excellent infrastructural facilities, learned faculty and green and clean modern campus are the favoured factors which made Guru Nanak Dev University most preferred destination among students of the Country. After serving 44 years in the service of mankind to serve this border belt in the field of higher education and research, a temple of knowledge - 'Guru Nanak Dev University', this university so far has produced many intellectuals that are working in various fields not only in India but at international level also.

Guru Nanak Dev University was established at Amritsar on November 24, 1969 to mark the 500th birth anniversary of Sri Guru Nanak Dev Ji. It is both a residential and an affiliating university. In conceiving the future course of the University, the objectives enshrined in the Guru Nanak Dev University Act 1969, emphasized that the new University would make provision for imparting education and promoting research in the humanities, learned professions, sciences, especially of applied nature and technology.

The University is successfully catering to twenty four thousand students in various faculties at University Campuses and Constituent Colleges and are taught by about six hundred competent faculty. Guru Nanak Dev University is the first University of the region which introduced on-line admissions to its courses, on-line counselling for State Level Admissions and Credit Based Evaluation System. All the results have been computerized and OMR (Optical Magnetic Recognition) system is being used to bring in more efficiency and transparency. It is again first for any

University in the region to have computerized its examination and registration system.

“ERP Solution” is being introduced in the university to address its requirements in the area of Academic & Administration Management. After the implementation of the application, the University will be able to conduct all academic & administration functions and procedures online. The integrated system will improve the delivery of services through workflow and web-enabled access which will further help the University to reduce its operational costs and to provide processed information to all its stakeholders at a fast pace.

Ranked 11th amongst the top 15 Universities by the UGC under UPE Scheme, Guru Nanak Dev University has been exhibiting high standards of education (teaching, Research, Sports, Cultural Activities) with choice based credit system in teaching; has procured high-end sophisticated scientific instruments and has earned the most coveted titles of UPA and CPEPA from University Grants Commission. A large number of departments are today recognized under DRS, SAP, COSIST, FIST and PURSE grants of the UGC and DST. A total of 4 regional campuses and 9 constituent colleges have taken the light of higher education to villages and remote areas of the Punjab state. Trophies won in the fields of sports (PRESTIGIOUS MAKAR Trophy – record 22 times) & cultural activities (Champions and Runners Up in All India Youth Festivals) are our unbeatable strengths.

Studies and research on the life and teachings of Guru Nanak, in addition to working towards the promotion of Punjabi language and spreading education among educationally backward classes and communities were the other commitments. In consonance with these expectations, the university in its eventful history of 44 years has taken long strides in spreading the message of the Guru Nanak Dev ji and promoting education in such fields as Science, Arts, Management, Information Technology, Industrial Technology, Environment, Planning and Architecture. To fulfill its commitment, the tuition fee charged from the students of the departments of Guru Nanak Studies and the School of

Punjabi Studies has been waived. Last year, this University was declared University with Potential for Excellence by University Grants Commission, New Delhi to establish Centres of Advance Studies in Chemistry, Physics, Environmental Sciences and Comparative Literature. The University is accredited with a CGPA of 3.5 out of 4 with 'A' Grade, highest for any University by the National Assessment and Accreditation Council and Academic Staff College of the University placed at 12th rank by NAAC, Bengaluru.

The motto of the University as engraved on its emblem Guru's wisdom illumines all speaks of the vision and idealism for which the University stands. Spread over a stretch of 500 acres towards the west of the City, Guru Nanak Dev University presents a picture of modern architecture. Traditional red brick geometrical blocks represent its regard for time-honoured values and commitment to scientific advancement. Making its humble beginning in an annexe of the adjoining Khalsa College, the University today boasts of 37 academic departments at the University Campus and 148 affiliated colleges and 71 Associate Institutes. It has been the effort of the University to be proactive in its reach to the rural masses. Starting of Rural Colleges in Chung, Mithra, Verka, Narot Jaimal Singh and Patti under the Punjab Govt./UGC scheme; and two Regional Campuses - one at Sathiala and Fattu Dhinga (Sultanpur Lodhi), Distt. Kapurthala shows the concern of the University for the upliftment of rural backward areas.

We are continuously adding to the infrastructure to promote various sports activities on the campus. A new synthetic turf was laid for hockey and a new Velodrome conforming to international standards was built recently. We are aware of our rich cultural heritage which is getting in to oblivion at a fast pace. A heritage village is constructed for a show case of our rich cultural heritage in an 11 acre piece of land in the University.

In the field of Science and Technology our University is one of the leading institutions in North India. Our faculty members have bagged prestigious projects from the apex bodies like the DST, CSIR, BARC and

other organizations worth crores of rupees. The University has purchased instruments worth 70 crore under different schemes. Track record of employment of our students by big business Houses and Multi National Companies has been very satisfactory. Our students of engineering and commerce field are employed by companies in India and abroad. They are all contributing to the credit worthiness of the University by their hard work and diligence. In the last year alone, almost all our Engineering students were recruited by various companies through campus placements.

Dean, Academic Affairs

Located in the Vice-Chancellor's Office Complex, the office of the Dean Academic Affairs deals with the matters related to academics and its development such as curriculum, infrastructure, classroom instructions, academic calendar, promotion cases of teachers under various stages, fee concession/financial assistance to students etc. he is the formal link between the teaching departments and the Vice-Chancellor. He co-ordinates, supervises and finally approves the admission of the students made by the Board of Control of various University departments. He also grants exemption from payment of tuition fee to the deserving students under various schemes of the University.

Registrar

The Registrar's office is located in the Main Administrative Block and deals with the administration, accounts and examinations of the University. All matters related to payment of fee, copies of syllabi, registration for examination, date-sheets, results, migration, and eligibility etc. are referred to this office.

Director Research

The Director of Research deals with the research and development of the University. The office also looks after the rate contract with various firms for purchase of equipments, chemicals; glassware etc. every year, Ph. D. eligibility test is conducted by the Directorate for admission to Pre Ph. D. course. The Directorate is housed in the Physics Block of the University.

Deputy Director (Physical Education)

In order to develop the interest of campus students in sports a separate Student's Centre has been constructed. Indoor hall with wooden flooring has been made for table tennis game. Chess and Carrom etc. indoor games facilities are also provided by the department. Sports facilities along with equipments and other necessary items are provided to the students throughout the year. Four Badminton courts are available near the students centre.

Other playfields like Basketball, Volleyball, Handball, Tennis, Football and International Standard Swimming Pool, Indoor Multipurpose Gymnasium, International Standard Shooting Range, International Standard Hockey Turf and International Standard Velodrome are available and being used by the campus students time-to-time.

The Physical Fitness Centre is also available in Students Centre. The teachers, students, employees and their wards uses the facility. Fitness Centre has latest novel equipments.

Each year, department of Dean Students Welfare organizes Inter-department competitions in different games viz. Table Tennis, Chess, Carrom, Basketball, Volleyball, Handball, Tennis, Football, Kabaddi, Cricket, Swimming, Arm Wrestling, Best Physique, Tug of War and Hockey games. Annual Sports Meet is also organising by the deptt. The students both boys and girls from different departments participate in these competitions. The position holder teams' upto third positions are awarded with Mementoes, Overall Trophies and Merit Certificates.

The campus students also take part in GNDU Inter-College competitions/North Zone/All India Inter-university/National and International Championships. The players who got position in these competitions upto Third place are awarded with cash prize and certificate. Besides, the university gives the 50% refund of fee and funds to campus students on their deposited total fees and funds for the particular year, who participate in All India Inter-university championships.

The campus sportspersons who securing Second or Third position in All India Inter-university or National Championships are awarded with refund of 100% fees & funds and awarded Track Suits. Similarly, First position holders in All India Inter-university or National Championships are awarded with refund of 100% fees & funds and honour with Blazer and University Colour.

Bhai Gurdas Library

The University Library has a collection of more than 4,84,000 documents. Library has been named after the great Sikh Scholar, Bhai Gurdas, and is popularly known as Bhai Gurdas Library. The University library is housed in a five-storey magnificent building. It supports the academic; research and teaching need of the students and the Faculty.

The University Library subscribes to 191 research and 24 popular magazines and 22 newspapers. More and is a member of INFLIBNET UGC Infonet-e-journals Consortium Programme which is providing free access to over 7500 + e-journals and some databases. University library is subscribing to ASPP + POP (All society periodicals package and proceeding). University Library has also subscribed database of Sciverse Scopus. The Library possesses 14803 rare books and 2572 manuscripts which date back to 15th and 16th century.

Powers and Duties of the University

As per section 4 of the Guru Nanak Dev University Act the University shall exercise the following powers and perform the following duties, namely:

1. To make provision for imparting education and for promoting research in the humanities, learned professions, sciences, especially of applied nature, technology and such other branches of learning and courses of study as it may think fit.
2. To make provision for study and research on the life and teachings of Guru Nanak Dev and their cultural and religious impact in the context of Indian and world civilizations.
3. To promote Punjabi studies, to provide for research in Punjabi language and literature and to undertake measures for the development of Punjabi language, literature and culture.
4. To institute and confer degrees, diplomas and other academic distinctions.
5. To hold examinations and to grant and confer degrees, diplomas and other distinctions to and on persons who:
 - a. shall have pursued a course of study in the University or in one of its institutions unless exempted therefrom in the manner prescribed by the Statutes, Ordinances and Regulations and shall have passed the examination prescribed by the University; or
 - b. shall have carried on research under conditions prescribed by the Ordinances and Regulations.
6. To confer honorary degrees in the manner laid down by the Statutes.
7. To institute Professorships, Associate Professorships, Assistant Professorships and any other teaching posts required by the University and to appoint persons to such Professorships, Associate Professorships, Assistant Professorships and other posts.
8. To institute and award fellowships, scholarships, studentships, exhibitions and prizes in accordance with Statutes and Ordinances.

9. To institute and maintain Halls and Hostels.
10. To supervise and control the residence and discipline of the students of the University and to make arrangements for promoting their health and general welfare.
11. To organize University laboratories, libraries, museums and to provide such other equipment for teaching and research as required.
12. To demand and receive such fees and other charges as may be prescribed by the Ordinances.
13. To hold and manage trusts and endowments which may be created in favour of the University.
14. To institute and manage:
 - a) Printing and Publication Departments
 - b) University Extension Boards
 - c) Information Bureaux
 - d) Employment Bureaux
15. To make special provision for the spread of University Education among classes and communities which are educationally backward.
16. To make provision for:
 - a) The maintenance of National Cadet Corps or other similar organizations
 - b) Physical and military training
 - c) Students' Associations
 - d) Sports and Athletic clubs
17. To create administrative, ministerial and other necessary posts and to make appointments thereto.
18. To receive gifts, donations or benefaction from Government and to receive bequests, donations and transfers of movable or immovable

property from testators, donors or transferors as the case may be.

19 To frame Statutes, Ordinances or Regulations for all or any of the aforesaid purpose; and to alter, modify or rescind the same. And

20 To do all such other acts whether incidental to the powers aforesaid or not as may be requisite in order to further the objects of the University.

Address of the University

Office of the Vice-Chancellor,
Senate Hall Building,
Guru Nanak Dev University Campus,
Amritsar.

Office of the Registrar

Administrative Block Building,
Guru Nanak Dev University Campus,
Amritsar.

Working hours of the University

Office hours: 9.00 a.m. to 5.00 p.m. (Monday to Friday)

MANUAL 2
Section 4(1)(b)(ii)

(The powers and duties of University officers and employees)

Powers and duties of the officers and employees

Vice-Chancellor

As per University Act, the Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general control over its affairs in accordance with the Statutes, Ordinances and Regulations and give effect to the decisions of the authorities of the University. He shall be ex-officio Chairman of the Senate, the Syndicate, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at any convocation of the University. He shall be entitled to be present at and address any meeting of any authority or other body of the University.

The Vice-Chancellor shall have the power of convening meetings of the Senate, the Syndicate and Academic Council. He may delegate this power to any other officer of the University.

It shall be the duty of the Vice-Chancellor to ensure that the Act, Statutes, Ordinances and Regulations are faithfully observed and he shall have all powers necessary for this purpose.

If, in the opinion of the Vice-Chancellor an emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for confirmation at the next meeting to the authority which, in the ordinary course, would have dealt with the matter.

Provided that if the action taken by the Vice-Chancellor is not approved by the authority concerned, he may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer within thirty days from the date on which he receives notice of such action, an appeal to the Chancellor.

The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes and Ordinances.

Registrar

The Registrar shall be Incharge of the administration of the University acting under the immediate direction and control of the Vice-Chancellor and shall represent the University in all legal proceedings except where the Syndicate resolves otherwise. In all matters he shall exercise his powers and discharge his duties under the general control of the Syndicate.

As per University Act the Registrar shall be ex-officio Secretary of the Senate, the Syndicate, the Academic Council and the Finance Committee.

It shall be the duty of the Registrar:

- a) to be custodian of the records, common seal and such other property of the University as the Syndicate shall commit to his charge.
- b) to keep the minutes of all meetings of the Senate, the Syndicate, the Academic Council and the Finance Committee;
- c) to conduct the official correspondence of the Senate, the Syndicate and the Academic Council;
- d) to arrange for and superintend the examinations of the University;
- e) to supply to the Chancellor copies of the agenda of the meetings of authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
- f) to perform such other duties as may from time to time be assigned to him by the Syndicate.

The powers of the other authorities like Senate, Syndicate, Academic Council, Finance Committee, Faculties and the Board of Studies etc. are given in the Guru Nanak Dev University Calendar, Volume I, 2007. The Administrative Officers of the University work as per directions issued by the Administrative bodies/the Vice-Chancellor/the Registrar of the University.

Powers of the Senate

Subject to the provisions of this act, the Senate 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 resolutions on the annual report and the annual accounts of the University and the audit report thereon;
- c) To advise the Chancellor in respect of any matter which may be referred to it for advice. And
- d) To perform such other duties and exercise such other functions as may be assigned to it by this Act or the Statutes or by the Chancellor.

Powers of the Syndicate

As per Act the Syndicate shall be the Principal executive body of the University and shall have the management and administration of revenue and property of the University and be responsible for the conduct of all administrative affairs of the University not otherwise provided for.

Powers of the Academic Council

As per Act the Academic Council shall be the academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall have the right to advise the Syndicate on all academic matters.

MANUAL 3
Section 4(I)(b)(iii)
(The procedure followed in the decision making process, including channels of supervision and accountability)

Procedure followed to take a decision on various matters

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

MANUAL 4
Section 4(1)(b)(iv)
(The norms set by University for the discharge of its functions)

Norms set by the University for discharge of its functions

Norms and standards for various activities of the University are set by the competent authority such as Syndicate, Senate. The Syndicate is the Principal executive body and has the power of management and administrative of revenue and property of the University and responsible for the conduct of all administrative affairs of the University.

The Academic Council shall be the academic body of the University and shall, subject to the provisions of this Act, the Statutes and the ordinances, have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall have the right to advise the Syndicate on all academic matters. The detailed functions of the Academic Council are given in the Guru Nanak Dev University Calendar, Volume 1, 2007 , Statute 3, pages 2-5

The Senate has the powers to review from time to time, broad policies and programmes of the university and to suggest measures for the improvement and development of the university, to consider and pass resolutions on the annual report and annual accounts of the university and the audit report thereon, to advice the Chancellor in respect of any matter which may be referred to it for advice. And to perform such other duties and exercise such other functions as may be assigned to it by this Act or the statutes or by the Chancellor.

MANUAL 5

Section 4(1)(b)(v)

(The rules, regulations, instructions, manuals and records, held by it or under its control or used by university employees for discharging its functions)

Rules, regulations and instructions used

The rules are contained in the University Calendar as under:

Volume I **(Act and Statutes)**

VolumeII **(General Ordinances and Ordinances for Examinations)**

VolumeIII **(Ordinances for Examinations)**

VolumeIV **(Ordinances and Regulations)**

MANUAL 6

Section 4(1)(b)(vi)

(A statement of the categories of documents that are held by university or under its control)

Official documents and their availability

Registration Returns, Admission Forms relating to various examinations, Personal Files of the Officers/Officials,

Minutes of the Syndicate, Senate, Finance Committee and Academic Council published from time to time.

University Calendars Volume I, II, III & IV

Annual Report of the University.

University Annual Budget.

Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection etc. remain confidential and not available in the public domain.

MANUAL 7

Section 4(1)(b)(vii)

(The particulars of any arrangement that exists. For consultation with, or representation by, the members of the public in relation to the formulation of university policy or implementation thereof;)

Mode of public participation

Various statutory bodies of the University, namely the Syndicate, Senate and Academic Council comprising eminent people from society and representatives of public who directly participate in the affairs of the University.

MANUAL 8

Section 4(1)(b)(viii)

(A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as university part or for those boards, councils , committees and other bodies are open to the public, or the minutes of such meetings are accessible for public).

Syndicate, Senate, Finance Committee, Academic Council, Faculties, Board of Studies and University Sports Department (men and women) etc. under the University

Syndicate, Senate as provided in the Guru Nanak Dev University Act, 1969.

Finance Committee, Academic Council, Faculties, Board of Studies, Sports Committees, Research Boards Etc. as provided in the Guru Nanak Dev University Act, 1969.

MANUAL 9
(Section 4(1)(b)(ix))
(A directory of university officers and employees)

Directory (Telephone) of officers and employees

It is available on the official website of Guru Nanak Dev University, Amritsar. One can follow the link:

http://gndu.ac.in/gndu2014/Gndu_pdf/telephone_2013.pdf

in order to download the telephone directory. It contains the contacts of all the officials of Guru Nanak Dev University, Amritsar.

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

(The monthly remuneration received by each of university officers and employees, including the system of compensation as provided in its regulations)

Monthly remuneration received by each of its employee

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and the State Government respectively and adopted by the University. Detail payscales of all posts are available on the Guru Nanak Dev University official website link:
http://gndu.ac.in/gndu2014/Gndu_pdf/payscale.pdf

MANUAL 11

(Section 4(I)(b)(xi)

(The Budget allocated to each of university agency, including the particulars of all plans, proposed expenditure and reports on disbursements made)

Budget allocated to each agency

The budget and financial estimates are as recommended by the Finance Committee and the Syndicate and presented before the Senate for final approval.

SUMMARY OF THE BUDGET ESTIMATES FOR THE YEAR 2014-2015 EXPENDITURE

Heads of Expenditure	Actuals of	Actuals of	Estimates	Estimates	Estimates
	2011-2012	2012-2013	2013-2014 (Original)	2013-2014 (Revised)	2014-2015
	Rs.	Rs.	Rs.	Rs.	Rs.
General Administration (Details on page iv)	22,85,41,966	27,35,25,979	33,17,48,000	30,62,08,000	36,16,10,000
Conduct of Examinations (Details on page iv) *	7,28,75,722	8,90,59,994	12,87,60,000	14,43,60,000	15,69,60,000
University Teaching and Research Deptts./Centres/Colleges (Details on page iv-ix)	55,96,23,158	63,35,72,140	1,07,16,11,000	84,01,52,000	1,31,26,92,000 ** (1,78,78,000)
Allied Teaching Deptts. (Details on page ix)	6,17,46,471	6,44,82,980	8,85,58,000	7,48,50,000	9,64,49,000
Non-Teaching Deptts. (Details on page ix-x)	20,16,98,996	22,11,46,037	27,38,02,000	26,37,27,000	30,74,02,000 ** (18,88,000)
Improvement of Education (Details on page x)	3,18,44,232	3,09,03,230	7,81,33,000	15,31,33,000	15,31,33,000
Miscellaneous Heads (Details on page x)	21,58,10,590	29,89,76,038	37,79,95,000	39,74,95,000	38,09,95,000
Loans and Advances (Details on Page x)	60,55,000	55,60,000	78,00,000	78,00,000	78,00,000
Capital Works (Detail in Part IV) (For transfer to Building Fund a/c)	—	8,34,00,000	8,00,00,000	8,00,00,000	8,00,00,000
Revision of Pay Scales & Dearness Allowance ***	4,87,93,727	5,01,74,494	12,00,00,000	12,00,00,000	12,00,00,000
Provision for payment of Arrear of revised pay scales of Teaching staff	—	—	#26,43,00,000 (or actual)	24,28,84,000	—
Liability of F. C. Item	—	—	2,50,00,000	—	—
Total	1,42,69,89,862	1,75,08,00,892	2,84,77,07,000	2,63,06,09,000	2,99,68,07,000

* (Conduct of Examinations) Excluding salary of staff working in the various exam related branches.

** Estimates given in brackets includes in total Estimates of 2014-15 as approved vide F.C. meeting dt. 17-02-2014 Syndicate Para 3 dt. 25-02-2014.

*** Dearness & other Allowances/Benefits.

Subject to receipt of grant from Punjab Govt.

MANUAL 12
(Section 4(1)(b)(xii)
(The manner of execution of subsidy programmes, including the
amounts allocated and the details of beneficiaries of such programmes)

Manner of execution of subsidy programme

Not applicable.

MANUAL 13
(Section 4(1)(b)(xiii))
(Particulars of recipients of concession, Permits or
authorization of such programmes)

Tuition Fee Concession

1) The Dean of Academic Affairs is to decide applications for exemption from payment of University tuition fee up to 10 percent of the total number of students in a class. If the number of students is less than ten, the Dean Academic Affairs may grant full or half fee concession to a student.

2) The fee concessions to two or more children of the same parents are to be granted according to Government Rules, i.e. the elder to pay full fees and the younger to pay half the tuition fees. The concession will, however, be over and above the full and half fee the concession sanctioned on the basis of total enrolment.

i) The fee concession to one of the two or more children of the same parents studying in self-financed courses or one child studying in self-financed course and the other in general course may be given fee concession as under:

The youngest child will be given concession equivalent to half the tuition fee of the corresponding regular course.

3) Widows and Children of Defence Forces & members of the Punjab Armed Police killed in action or permanently disabled during September 1965 & December 1971 conflicts shall be granted full fee concession in all University Departments in the Faculties of Arts & Social Sciences, Sciences & Languages.

4) Poor student who are eligible for admission to various courses in the University Departments may be granted complete exemption from payment of all kinds of fees and funds. The number of such students shall not exceed 10% of the total seats subject to a maximum of five seats. The concession to

these five students shall be over and above the existing fee concession rules applicable to students in general. This concession shall be subject to the following conditions:-

- i) Such students become eligible purely on the basis of merit against the prescribed seats.
- ii) The annual family income of the student is less than Rs. 24,000/- which may prove that the student is actually poor and is unable to pay the prescribed fees.
- iii) After getting this concession the student will maintain the academic performance and pass all the examination in full in the first attempt.
- iv) Such a fee concession shall not be the legal right of any student.

5) The students of the University Teaching Departments concerned at Amritsar, Jalandhar and Gurdaspur shall be provided the following facilities under the Disability Act, 1995:-

- i) Free Education (Tuition fee and other funds not to be charged).
- ii) Special coaching if required shall be arranged by the Head of the concerned Department.
- iii) Books/study material up to Rs. 1000/- per student per year.
- iv) Scholarship @ Rs. 250/- per month for 12 months, shall be awarded to the eligible candidates, on the recommendations of a committee to be constituted by the Vice-Chancellor each year, who fulfill the condition that is, while applying for this scholarship he/she shall have to attach a certificate from the CMO/competent authority, authorized to issue such a certificate, in support of his/her claim for the scholarship and the extent of permanent/temporary deformity that the candidate has at the time of admission.

6) University provides facility of full fee concession to the wards of Gallantry award winners.

7) University also provides facility of free education to children of November 1984 Riots Affected & persons killed in terrorist violence in Punjab State.

Fee Concession to University Employees and their Dependents

1. Confirmed University employees permitted to join the regular classes and Pre Ph.D. course work will be exempted 50% payment of tuition fee, provided that it shall be open to the appointing authority to withdraw this concession in case the individual fails in the examination for which he is permitted or his conduct is reported as unsatisfactory, or he does not take proper interest in the office.

This concession shall also be allowed to temporary employee who has put in at least two years in this University.

i. Confirmed/on probation University teachers/constituent college teachers who join the the Ph.D. programme will be exempted from the payment of tuition fee from the session 2012-13, provided that it shall be open to the appointing authority to withdraw this concession in case the individual fails in the examination for which he is permitted or his conduct is reported as unsatisfactory, or he does not take proper interest in the office.

Husband/wife/sons/daughters of University employees studying in University Colleges/Departments will be exempted from payment of tuition fee.

MANUAL 14
(Section 4 (1)(b)(xiv)
(Details in respect of the information, available to or held by
University reduced in an electronic form)

Information available in electronic form

Guru Nanak Dev University Act as well as Statutes as contained in the Guru Nanak Dev University Calendar I are available on the University Website (www.gndu.ac.in) besides results of various examinations, different Performae, syllabi, Advertisements regarding vacancies, Telephone direcory etc.

MANUAL 15

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

(The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use)

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

The results of various examinations, syllabi and various Performae have been put on the University Website www.gndu.ac.in besides information is available to citizens through notice boards, brochures and University Calendars.

Some of the publications; University Calendar and syllabi of various courses offered in the university/colleges etc. are available on university website link:

http://www.gndu.ac.in/gndu2014/calendar_27012011.pdf and <http://gndu.ac.in/syllabi.asp> respectively and can be obtained free of cost.

Other Unpriced information for general public is disseminated occasionally through press releases, advertisements etc.

MANUAL 16
(Section 4(b)(xvi)
(The names, designations and other particulars of the Public
Information Officer)

Public Information Officer

Prof. (Dr.) Karamjit Singh Chahal,
Registrar
Phone : 0183-2258855

First Appellate Authority under RTI Act

Prof. (Dr.) Palwinder Singh
Dean Academic Affairs
Phone : 0183-2258237

MANUAL 17

Other information

Section 4(1)(b)(xvii)

(Such other information as may be prescribed and thereafter update these publications every year)

Details of Fees payable for seeking information under RTI Act – 2005

The requisite fee for seeking information must be deposited at the cash counter or by Indian Postal Order (IPO) / Bank Demand Draft (DD) in favour of Registrar, Guru Nanak Dev University, Amritsar payable at Amritsar. If the payments are being made by DD or Bankers Cheque, name of the applicant must be mentioned at the back of the DD/BC along with other particulars.

The Fee details are as given below:

1. A request for obtaining information under sub-section(1) of Section 6, shall be accompanied by an application fee of rupees (Rs.10/-) by way of cash against proper receipt or by demand draft or bankers cheque in favour of the Registrar, Guru Nanak Dev University, Amritsar and payable at Amritsar only.
2. For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque in favour of the Registrar, Guru Nanak Dev University, Amritsar and payable at Amritsar only at the following rates:

- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) actual charges or cost price of a copy in larger size paper; and
- (c) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

3. For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or cheque in favour of the Registrar, GNDU, Amritsar and payable at Amritsar at the following rates:-

- (a) for information required in diskette – rupees fifty per diskette; and
- (b) for information required in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the concerned publication.

A major portion of the information is available in the University Calendars, Volumes I, II, III & IV and other rules as applicable to the University from time to time and printed syllabi for various courses.

Next page Contains the RTI Information Form.

FORM 'A' (See rule 3(1))**APPLICATION FOR INFORMATION UNDER SECTION 6(1) OF THE ACT**

To

The Public Information Officer
Guru Nanak Dev University,
Amritsar.

1.	Full Name of the Applicant	
2.	Father's/Spouse's name	
3.	Permanent address	
4.	Correspondence address	
5.	Particulars of information solicited (a) Subject-matter of information (b) The period to which the information relates (c) Specific details of information required (d) Whether information is required by post or in person (The actual postal charges shall be included in providing information) (e) In case by post then indicate whether by ordinary, registered or speed.	
6.	Is this information not made available by the Public Authority under voluntary disclosure?	
7.	Do you agree to pay the required fee?	
8.	Have you deposited application fee? (if yes, details of such deposit) Note: <i>DD/IPO in favor of Registrar, Guru Nanak Dev University, Amritsar</i>	
9.	Whether belongs to Below Poverty Line Category? If yes, have you furnished the proof of the same with the application?	

Place :

Date :

Full Signature of the Applicant and Address