

THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan -713104

West Bengal

INFORMATION PUBLISHED

IN PURSUANCE OF SECTION 4(1) (b) OF

THE RIGHT TO INFORMATION ACT, 2005

TABLE OF CONTENTS

| SL. NO. | SUB- CLAUSE OF SECTION 4(1) b), of THE RTI ACT | DESCRIPTION | PAGE NO. |
|---------|--|---|--------------|
| 1. | (i) | Particulars of the Organization, its Functions and Duties | 3-3 |
| 2. | (ii) | Powers and Duties of officers and employees of the University | 4-4 |
| 3. | (iii) | Procedure followed in the decision-making process, including channels of supervision and accountability. | 4-6 |
| 4. | (iv) | Norms set by the University for the discharge of its functions | 6-6 |
| 5. | (v) | The Rules, Regulations, Instructions, Manuals and Records held by the University or under its control, or used by its employees, for discharging its functions | 6-6 |
| 6. | (vi) | Statement of the categories of documents that are held by the University or under its control | 6-6 |
| 7. | (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's policy or implementation thereof | 6-7 |
| 8. | (viii) | Statement of Boards, Councils, Committees or other bodies consisting of two or more persons constituted as a part of the University or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public | 7-7 |
| 9. | (ix) | Directory of officers and employees of the University | 7-7 |
| 10. | (x) | Monthly Remuneration received by each of University's officers and employees including the system of compensation as provided in its regulations. | 7-8 |
| 11. | (xi) | Budget allocated to each of the University's agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made | 8-8 |
| 12. | (xii) | Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | 8-8 |
| 13. | (xiii) | Particulars of recipients of concessions, permits or authorizations granted by the University | 8-8 |
| 14. | (xiv) | Details in respect of the information available to or held by the University reduced in an electronic form | 9-9 |
| 15. | (xv) | Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. | 9-9 |
| 16. | (xvi) | Names, designations and other particulars of the Public Information Officers | 9-9 |
| 17. | (xvii) | Such other information as may be prescribed information related to student admission procedures, academic programmes, examination schedules, results etc. | 9-12 |
| 18. | Annexure I | Information on rates of fees payable for seeking the information. | 12-12 |

IN COMPLIANCE TO CHAPTER II SECTION 4(1) OF RTI ACT 2005

1. *The particulars of its organisation, functions and duties.*

The University of Burdwan is one of the pioneer institutes of higher learning in Eastern region of India and renders services to cater the on date needs of the students. In the present global scenario, in the era of acute competition, diversification, specialization, the University offers its students quality education with updated course structure to equip them properly so that they can prove their worthiness in different productive and other occupations in the society.

Foundation : The University of Burdwan was established under West Bengal Act XXIX of 1959 as a teaching and affiliating University on 15 June, 1960 with six P.G. Departments & thirty undergraduate colleges spread over five districts that came under the jurisdiction of the University. Now, the University is offering 30 P.G. Programmes and there are 122 Affiliated colleges (including Degree Colleges, B.Ed. Colleges & Private Professional Institutes) under its umbrella. Continuous attempts are being made to incorporate the latest developments in different disciplines in the present context.

Jurisdiction: The districts of Burdwan, Hooghly (*except Srirampur sub-division*), Birbhum, Bankura and Purulia come under its jurisdiction.

Administrative Complex: The administrative complex is located in the majestic gothic structure Mahtab Manzil (former Bardhaman Maharaja's palace) at Burdwan.

Academic Complex: The academic complex is located at a picturesque, sprawling and beautiful campus at Golapbag (The Garden of Roses), a about a mile distance from the Administrative complex.

Organisational Structure

The Governor of West Bengal is the Chancellor of the University. The Court is the highest authority in the University where as The Executive Council is the principal decision making authority for day-to-day administration of the University. The authorities of the University include The Court, The Executive Council, The Faculty Councils for post graduate studies, The Council of Under graduate studies, The Board of studies, The Finance Committee etc. The overall functioning of the University is managed by these statutory authorities.

Functions and Duties

As per the Burdwan University Act, the University shall function efficiently as a University encouraging and providing for instruction, teaching, training and research in various branches of learning and courses of study, promoting advancement and dissemination of knowledge and learning, and extending higher education to meet the growing needs of society.

2. The powers and duties of its officers and employees.

The Court is the highest authority in the University where as The Executive Council is the principal decision making authority for day to day administration of the University. The Governor of West Bengal is the Chancellor of the University and the President of the court. The Vice Chancellor is the Principal Executive and academic Officer of the University and is the ex-officio Chairperson of the Executive Council and the Faculty Councils for Post-Graduate Studies and also the Chairman of any other authority or body of the University of which he may be a member. The Officers of the University include the Vice Chancellor, the Registrars, the Finance Officer, the Controllers of Examinations, the Inspector of Colleges, University Librarian, Secretary - Faculty Councils for post graduate studies, Secretary - Council of Under graduate studies, University Engineer, Development officer, Audit & Accounts officer, Medical Officer and Estate officer and others as declared by University Statutes to be posts of officers. These officers shall exercise the powers and duties assigned to them by the Burdwan University Act, the Statutes, the Ordinances, the Regulations and the Rules of the University as are in force and to be amended from time to time and perform such functions as are assigned to them by their respective controlling officers and the Vice-Chancellor of the University.

3. The procedure followed in the decision making process, including channels of supervision and accountability.

The decisions are made under the provision of the Burdwan University Act, the Statutes, the Ordinances, the Regulations and the Rules of the University as are in force and to be amended from time to time.

The Court is the highest authority in the University and exercise the power to establish University Departments, institutions, centres, libraries, laboratories and museums for study and research, to create and institute Professorships, Readerships, Lectureships, and such posts including posts of officers, to confer degrees, titles, diplomas, certificates, to withdraw or to cancel degrees, titles, diplomas, certificates, to confer honorary degrees or other academic distinctions and such other powers as may be provided by or under the Burdwan University Act.

The Executive Council is the principal decision making authority for day to day administration of the University and exercise the power to initiate proposals for the making of Statutes and Ordinances, to recommend to the Court after consulting the respective Faculty Councils for Post-Graduate Studies, the establishment of University Departments, to establish, maintain, manage and recognize Halls and Hostels, to appoint Teachers, Officers and Employees of the University and to fix their emoluments and define their duties, to pass appropriate orders regarding affiliation of a college or an institution and such other powers as may be provided by or under the Burdwan University Act.

The Faculty Council for Post-Graduate Studies exercise the power to recommend to the Executive Council the creation and institution of Professorships, Readerships, Lectureships and other teaching posts and the duties, to make proposals to the Executive Council for the promotion of research and to call for reports on such research work from persons engaged therein, to make proposals to the Executive Council to undertake

specialization of studies and for organization of common laboratories, libraries, museums, institutes of research and other institutions, maintained by the University, to hold and conduct, subject to general supervision by the Executive Council, approve and publish results of the university examinations and such other powers as may be provided by or under the Burdwan University Act.

Council for Under-Graduate studies exercise the power to recommend to the Executive Council the affiliation of a college or an institution in one or more subjects, to exercise general supervision over the colleges to ensure that the conditions of affiliation are properly fulfilled and syllabi as prescribed are properly completed within the academic year, to fix the last date of admission of students and the date of commencement of examinations, to appoint Head Examiners, Examiners, Paper-setters, Scrutinizers, Co-ordinators, Conveners, Tabulators and other persons under the general supervision of the Executive Council and such other powers as may be provided by or under the Burdwan University Act.

The Finance Committee has been entrusted with the responsibility of supervising the financial affairs of the University. The Finance Committee exercise the power to advise the Court, the Executive Council and other Authorities of the University on any financial matter, to maintain a watch over the progress of income and expenditure provided for in the budget, to consider the Annual Statement of Accounts of the University as prepared by the Finance Officer and submit the same to the Executive Council with its observations and such other powers as may be provided by or under the Burdwan University Statutes.

All the policy matters relating to the respective spheres of the above authorities are deliberated and their recommendations/decisions are implemented with the approval of the Court & Executive Council. The implementation of the decision is made by the hierarchal structure at the school/Division/Unit levels as indicated below:

I. Non-Academic Positions

- 1) Vice-Chancellor
- 2) Registrar or Equivalent / Director
- 3) Deputy Registrar or Equivalent
- 4) Assistant Registrar (Sr. Scale) or Equivalent
- 5) Assistant Registrar or Equivalent
- 6) Sr. Supdt / Asst. Supdt. (Press) / Supdt. (Technical) / Secretary to V.C.
- 7) Jr. Supdt./ Jr. Supdt.(Typing) / Sr. Technical Assistant / P.A.
- 8) Stenographer / Sr. Assistant / Sr. Typist-cum-Office Assistant / Statistician
- 9) Steno – Typist / Jr. Technical Assistant / Asst. Librarian Gr-II
- 10) Junior Assistant / Typist-cum-Office Assistant
- 11) S Driver / Sr. Cyclostyle Operator
- 12) Matron / Cyclostyle Operator
- 13) Sr. Peon / Sr. Durwan / Helper Gr-II / Electrical Helper
- 14) Peon / Helper Gr-III / Record Supplier / Duster-cum-Waterman

II. Academic Positions

- 1) Vice-Chancellor
- 2) Professor
- 3) Associate Professor
- 4) Assistant Professor (Senior Scale)
- 5) Assistant Professor

4. *The norms set by it for the discharge of its functions.*

The functions are regulated by the Burdwan University Act, the Statutes, the Ordinances, the Regulations and the Rules of the University as are in force and to be amended from time to time. Also the bylaws and decisions of the Faculty Councils for post graduate studies, the Council of Under graduate studies, the Board of studies, the Finance Committee etc. make significant policy framework for the discharge of its functions.

5. *The rules, regulations, instructions, and records held by it or under its control or used by its employees for discharging its functions.*

The following are the rules/regulations etc. for discharge of University functions :

- i. Regulations
- ii. Financial Rules
- iii. Leave Rules
- iv. Burdwan University Orders
- v. Burdwan University Notifications
- vi. Resolutions of meetings of The Court, The Executive Council, The Faculty Councils for post graduate studies, The Council of Under graduate studies, The Board of studies, The Finance Committee etc.

6. *A statement of the categories of documents that are held by it or under its control.*

- i. Act, Statutes, Regulation and Rules
- ii. Annual Statements of Accounts and Annual Reports
- iii. Resolutions of meetings of the authorities of the University.
- iv. Burdwan University Web Site : <http://www.buruniv.ac.in>
- v. All records relating to the operations of the organization.

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 its policy or implementation thereof.*

The Court which is the highest authority in the University, the Executive Council which is the principal decision making authority for day to day administration and other authorities including the Faculty Councils for post graduate studies, the Council of Under graduate studies, the Board of studies, the Finance Committee etc.

are represented by eminent persons from industry, academic community, professional bodies, Trade Unions, School Teacher's Associations, Peasant's Associations, Research Scholars, Students and the nominees of the Govt. of India, Govt. of West Bengal, Governor of West Bengal & Chancellor of the University etc. who help in the formulation and implementation of the policies and programmes.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The details of the authorities of the university have been briefly described under the heading organizational structure at serial 1 above. The meetings of the bodies are open to members and special invitees only. The Minutes of those Boards, Councils, and Committees are circulated among all the officers of the University for their information and also the relevant portions are made available for reference to the relevant sections.

9. A directory of its officers and employees:

Names of officers/faculty members, departments /sections and telephone no's are available at Burdwan University Web Site at <http://www.buruniv.ac.in> and also in the *University Diary*.

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

The information is as under:

A. TEACHER

| Scale No. | Name of Pay Band | Pay Band Scale | Academic Grade Pay |
|-----------|------------------|----------------------|--------------------|
| 1 | PB - 4(T) | Rs.37,400 - 67,000/- | Rs.10000/- |
| 2 | PB - 4(T) | Rs.37,400 - 67,000/- | Rs.9000/- |
| 3 | PB - 3(T) | Rs.15,600 - 39,100/- | Rs.8000/- |
| 4 | PB - 3(T) | Rs.15,600 - 39,100/- | Rs.7000/- |
| 5 | PB - 3(T) | Rs.15,600 - 39,100/- | Rs.6000/- |

B. OFFICER

| Scale No. | Name of Pay Band | Pay Band Scale | Grade Pay |
|-----------|------------------|----------------------|------------|
| 1 | PB - 4(O) | Rs.37,400 - 67,000/- | Rs.10000/- |
| 2 | PB - 4(O) | Rs.37,400 - 67,000/- | Rs.9000/- |
| 3 | PB - 3(O) | Rs.15,600 - 39,100/- | Rs.8000/- |
| 4 | PB - 3(O) | Rs.15,600 - 39,100/- | Rs.7000/- |
| 5 | PB - 3(O) | Rs.15,600 - 39,100/- | Rs.6000/- |

C. NON-TEACHING EMPLOYEES

| Scale No. | Name of Pay Band | Pay Band Scale | Grade Pay |
|-----------|------------------|----------------------|-----------|
| 1 | PB - 3 | Rs.15,600 - 39,100/- | Rs.6600/- |
| 2 | PB - 3 | Rs.15,600 - 39,100/- | Rs.5400/- |
| 3 | PB - 3 | Rs.9,000 - 28,300/- | Rs.4800/- |
| 4 | PB - 3 | Rs.9,000 - 28,300/- | Rs.4600/- |
| 5 | PB - 3 | Rs.9,000 - 28,300/- | Rs.4400/- |
| 6 | PB – 2 | Rs.7,200 - 25,400/- | Rs.4100/- |
| 7 | PB – 2 | Rs.7,200 - 25,400/- | Rs.3900/- |
| 8 | PB – 2 | Rs.7,200 - 25,400/- | Rs.3300/- |
| 9 | PB – 1 | Rs.5,400 - 18,600/- | Rs.2900/- |
| 10 | PB – 1 | Rs.5,400 - 18,600/- | Rs.2600/- |
| 11 | PB – 1 | Rs.5,400 - 18,600/- | Rs.2100/- |
| 12 | PB – 1 | Rs.5,400 - 18,600/- | Rs.1800/- |

Allowances are also admissible to the above positions as prescribed by the University from time to time.

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The Annual Budget and Annual Accounts are finalized by the Finance Committee with the approval of the Executive Council, the Court and State Government and Division-wise / Activity-wise allocation of funds are made. The disbursements are made by the Finance Department of the University, which are finally recorded in the Annual Statement of Accounts.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not applicable for this University.

13. Particulars of recipients of concessions, permits or authorizations granted by it.

Burdwan University does not provide any permit or authorizations. However needy students are provided with free ship and half free ship in their tuition fees. Meritorious students are provided with National Merit Scholarship money @ Rs.750/- per month per student for thirty students every year. Also SC/ST students may avail special scholarships from the Government which are duly forwarded by this University. Also Biri Workers / sons & daughters of Biri Workers and Minorities students can avail special scholarship from various agencies.

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

The information is stored in the related files and documents and steps are being initiated to put it on the website. However, important information about functions and activities being performed is available in electronic form on the Burdwan University Web Site at <http://www.buruniv.ac.in>

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.

Citizens have the facility to obtain information from the **Public Information Officer (PIO)**. The University observes five working days a week from Monday-Friday (except holidays) for the administration while in the teaching departments, Saturday is also open but there exists summer and puja recessions. The working hours of the University are from 10.00 a.m. to 05.30 p.m.

The University has its **Central library** located at their Golapbag campus and departmental seminar library facilities are also available for the use of students. The Central library is accessible by the students from 8 a.m. to 8 p.m.

Request for information can also be made with the **Public Information Officer (PIO)**. He will pass on such requests to the relevant department for necessary action.

16. The names, designations and other particulars of the Public Information Officers.

In terms of Section 5(1) of the Right to Information Act, 2005, the following officers of the University have been designated as :

(i) State Public Information Officer (SPIO)

| Sl. No. | Designation | Name of the Officer | Telephone No. |
|---------|--|-------------------------|------------------------|
| 1. | System Engineer, The University of Burdwan | Md. Najimuddin Biswas | 0342-2634975 Extn. 265 |
| 2. | Assistant Controller of Examinations, The University of Burdwan | Mr. Krishnendu Mazumder | 0342-2634975 Extn. 242 |

(ii) Appellate Authority

| Sl. No. | Designation | Name of the Officer | Telephone No. |
|---------|---|----------------------------|---|
| 1. | Registrar, The University of Burdwan | Prof. Sripati Mukhopadhyay | 0342-2634200 (Direct) 0342-2634975 Extn. 211 |

17. Such other information as may be prescribed; and thereafter update these Publications every year.

Information relating to students including admission procedures, academic programmes, examination schedules, results etc. is available with the **Public Information Officer (PIO)** and Sales & Information Unit at Rajbati of the University. The matter relating to despatch of course material to students of Distance Education is available with the Assistant Director (Directorate of Distance Education). Important decision effecting students and about programmes are also displayed on the University website.

Rules relating to Registration/Restoration/Migration

- i) **Registration** : (a) Graduates of the University of Burdwan who have not by this time migrated to other Universities or institutes for further studies or otherwise, will not be required to register themselves once more.
(b) Students from other Universities have to be compulsorily registered at the University of Burdwan. Therefore, they have to fill up the specified form (i.e. Registration & Inward Migration Form; Cost of forms : Rs.5/- + Rs.10/- respectively, which will be available in the Sales Counter of the University) with original Migration Certificate, attested photocopy of last examination marksheet and requisite fee of Rs.50/- + Rs.50/- respectively.
- ii) **Restoration** : Burdwan University graduates who meanwhile migrated to any other University for academic reasons must compulsorily get their original BU Registration Number restored in the manner as stipulated in the relevant University rules. They have to fill up the Restoration form .(Cost of Restoration form – Rs.10/-) which will be available in the Sales Counter of the University with original Registration certificate of this University, original Migration certificate and attested photocopy of last examination marksheet from the University last attended and requisite fee of Rs.100/-. Deserving Students have to contact directly to the Registration Section at Rajbati Complex.
- iii) **Outward Migration** : Candidates who are willing to study any other University/ abroad are required to furnish Outward Migration form (Cost of Form - Rs.10/-, which will be available in the Sales Counter of the University) with original Registration Certificate , attested photocopy of marksheet of last examination and requisite fee. [Rs. 150/- for day to day delivery; Rs.100/- for delivery within a fortnight and Rs. 75/- for delivery within a month].
- iii) **Duplicate** : Duplicate Registration Certificate or Duplicate Migration Certificate are also available after producing copy of the diary made in the local Police station and requisite fees. (Cost of Form : Rs.10/- each , Requisite Fee : Rs.100/- each). Forms will be available in the Sales Counter of the University.

Rules relating to Issuance of different Certificates & Verifications etc.

| Item | Cost of Form & Requisite Fees | Application Procedure/Rules |
|---|--|---|
| Rank Certificate (issued up to the rank 10) | Rs.20/- + Rs. 100/- (Fees are exempted for First three toppers) Forms are available in the Sales Counter & fees will have to be deposited in the Cash Counter at Rajbati | Prescribed form obtainable from the University Sales Counter along with attested photo copies of marksheet is to be submitted to the Office of the Controller of Examinations. |
| Transcript | Rs. 500/- for each set of transcript + Postal charges. [Within country: Rs.50/- for West Bengal (upto 3 sets) & Rs.70/- (upto 3 sets) for other states in India. Extra cost of Rs. 20/- for each additional set; <u>ABROAD</u> – (up to 250 gms) ; Europe – Rs.700/-; S. Africa – Rs.600/-, North America – 500/-, USA/Australia, Asia, Africa, Middle East Countries, Bhutan etc. – Rs.500/-. Rs.75/- for each additional set]. Fees will have to deposit in the Cash Counter or by Bank Draft drawn in favour of Finance Officer, Burdwan University payable at State Bank of India, Burdwan University Branch. | Written Application in plain paper with the supporting documents why he/she needs transcripts duly forwarded by the HOD/Principal of the respective institution is to be submitted to the Office of the Controller of Examinations along with (i) one set of attested photocopy of the Registration Certificate, marksheet(s), credit card (Engineering students), certificate(s) in the reduced form (A4 size) (ii) Photocopies of Registration certificate, marksheets, credit card, certificates (A4 size) without attestation are to be submitted in as many sets as the no. of transcripts required. (iii) 2 copies of countersigned addresses of each institution to which transcripts are to be sent. (iv) In case of hand delivery of the transcript to the authorised person appropriate letter of authorization should be submitted |
| Verification of Marksheet etc. | Rs.200/- for each examination. Fees will have to deposit in the Cash Counter. | Written Application in plain paper with the supporting documents mentioning why it is sought for |
| Duplicate Admit/ Marksheet / Certificate etc. | Cost of form Rs.5/- (for each) Charges – Rs.200/- (for each) Form will be available in the Sales Counter & fees will have to deposit in the Cash Counter at Rajbati. After having done all formalities, the duly filled in form will have to be submitted in the Record Section of the Controller of Examinations Department at Rajbati. | i)The Duplicate application form will have to be duly forwarded by the Head of the Deptt. with attested Photo copies of Marksheet/Certificate etc. along with attested Photocopy of Registration Certificate ii) in case of lost of Marksheet/Certificate etc., original copy of diary done in the police station have to be submitted iii) in case of damaged Marksheet etc., original damaged Marksheet/Certificate etc. have to be submitted |
| Provisional Certificate | Cost of form Rs.5/- Charges – Rs. 150/- (for each) Forms are available in the Sales Counter & fees will have to be deposited in the Cash Counter of this University. The duly filled in prescribed application form along with the cash receipt and photocopy of the marksheet of the relevant examination will have to be submitted to the Record Section of the Deptt. of Controller of Examinations. | Provisional Certificates are issued to the candidates to whom original Diplomas/Certificates were not issued. |

For any other information of general nature under RTI Act, 2005, the State Public Information Officer (SPIO) at Rajbati Burdwan – 713104, Ph. No. (0342) 2634975 (30 lines), Extn. 216 may be contacted and for information of examination related under RTI Act, 2005, the State Public Information Officer (SPIO) at above place & phone no. with Extn. 261 may be contacted.

| Annexure I | |
|---|--|
| The rates of fees payable are as under: | |
| 1. | An application containing a request in writing to the State Public Information Officer made under Sub-Section (1) of Section (6) of RTI Act, 2005 for obtaining information shall be accompanied with a court-fee of rupees ten (10/-). No other type of fee shall be accepted. |
| 2. | <p>Fee for providing the information:</p> <p>a) rupees two (2/-), for each page (in A-4 or A-3 size paper) created or copied; <div style="text-align: center;">or</div> b) actual charge or cost price, for a copy in large size paper; <div style="text-align: center;">or</div> c) actual cost price, for sample or model; <div style="text-align: center;">or</div> d) rupees five (5/-) for each fifteen minutes or fraction thereof, for inspection of records; <div style="text-align: center;">or</div> e) rupees fifty (50/-) per diskette or floppy, for information provided in the diskette or floppy; <div style="text-align: center;">or</div> f) actual charge fixed for publication or rupees two (2/-) per page of photocopy for extracts there from, for information provided in printed form.</p> |