

# **Manuals Under Section-4(1)(b) of Right to Information Act-2005**



**Hemvati Nandan Bahuguna Garhwal University, Srinagar  
Garhwal, Uttarakhand-246174 India  
(A Central University)**

**Right to Information Cell**

**Hemvati Nandan Bahuguna Garhwal  
University, Srinagar Garhwal, Uttarakhand-246174 India  
(A Central University)**

**Introduction**

To access information easily, we have prepared manuals of Hemvati Nandan Bahuguna Garhwal University under the Section 4(1)(b) clause of Right to Information Act-2005. However, before going through the manuals of Right to Information Act-2005, it also important to know about a brief history of the University, which is described as:-

**A State University**

Garhwal University was established as a State University vide U.P. State Government notification No. (10)/(865)/15/(75)(85)/64 dated 23 November 1973 and was founded in December 1973. It has a rare distinction of taking birth through a powerful popular movement during early seventies in last century. This movement symbolized the hopes and aspirations of the masses of the region of Garhwal for the development through the instrument of higher education. The people of this remote mountainous region agitated for opening a University at a small but historic semi rural town of Srinagar. It was an expression of the quest for empowering their future generations for overcoming endemic economic and social backwardness, geographic and environmental constrains, re-assertion of cultural identity and harnessing of the local natural and human resources for development

It was rechristened in 1989 as Hemvati Nandan Bahuguna Garhwal University, after the death of Hon'ble Hemvati Nandan Bahuguna who was not only a Great National Political Leader from Garhwal but also acted as a Chief Minister of U.P. as well as Union Minister of India and in 1973 Garhwal University was created under his Chief Minister ship.

**A Central University**

Since its inception, despite the limited resources and various geographical constraints, the University has charted a course of growth and development, to gain recognition as one of the good University in India. As a mark of appreciation for its academic achievements, Hemvati Nandan Bahuguna Garhwal University has subsequently been upgraded to Central University by an Act of Parliament i.e. the Central Universities Act 2009.

The University has thus been entrusted with new responsibilities to guide its students, faculty and all other stakeholders to achieve excellence in academics and strive for all round development of students. This University has also shown commitment towards

regional and community development which is inherent in its teaching courses, research agenda and other outreach and extension initiatives. The synergy derived from circumstances of its genesis still inspires and promotes its vision for future. Today this University is amongst the top ten largest Universities of the country and it has jurisdiction over seven districts of Garhwal region of Uttarakhand.

The University has three Campuses distantly located from each other:-

1. Birla Campus, Srinagar Garhwal with its extension at Chauras Campus.
2. B. Gopal Reddy (BGR) Campus, Pauri (Garhwal).
3. Swami Ram Teerth (SRT) Campus, Badshahithaul, Tehri (Garhwal).

In all three campuses of the University, the undergraduate, post-graduate and research programmes are being offered in different disciplines.

1. **Birla Campus, Srinagar Garhwal with its extension at Chauras Campus** Garhwal University (renamed after Hemvati Nandan Bahuguna Garhwal University in 1989), established in 1973, is situated at Srinagar Garhwal. The University has its Administrative Office at Srinagar Garhwal, jurisdiction is complete Garhwal region. It was upgraded as a Central University in 2009 by the Central Universities Act, 2009. Srinagar is located at 30.22°N 78.78°E.[1] in district Pauri of Uttarakhand state at the left bank of Alaknanda river, one of the major tributary of river Ganga. It has an average elevation of 560 metres (1,837 feet), which is the widest valley in the Garhwal hills.

#### **How to Reach Srinagar:**

##### **By Road:**

The road distance from Rishikesh to Srinagar via Devprayag is about 107 Km along the Delhi Niti National Highway, it is reached by national highway NH58. It is the last city on the plains of Uttarakhand.

##### **By Railway:**

The nearest railway stations are at Rishikesh 107 Km and Kotdwara 142 Km. Rishikesh is a small railway station which is not connected by fast trains. Therefore, Hardwar railway junction, 132 km Srinagar Garhwal is the best option, as it has train connections

to most of the major cities of India and is, therefore, the rail head for Srinagar Garhwal.

**By Air:**

The nearest airport is the Jolly Grant Airport (Dehradun), which is 126 km (84 mile) away from Srinagar Garhwal.

**Climate:**

Srinagar is the hottest place in the Garhwal hills in summers as it is located at low elevation of just 560 meter and the temperature reaches 45 °C during May to July. It has chilly winters and the temperature can fall to 2 °C in December and January.

**2. B. Gopal Reddy (BGR) Campus, Pauri (Garhwal)**

Pauri campus was established as a Government Degree College in 1971 with 7 undergraduate courses (Hindi, Sanskrit, English, Economics, Political Science, Geography and History). In the year 1972, the undergraduate courses in science subjects were also introduced (Zoology, Botany, Chemistry, Physics and Maths).

In 1973 the Government of Uttar Pradesh created two new Universities (Kumaun and Garhwal). In 1974 the college was recognized as Post graduate college by admitting PG courses in 3 subjects (Hindi, Economics and Geography). Law classes began in the campus during 1976 (LL.B.). In 1977 a new subject Home Science was started at degree level and four other subjects were elevated as Postgraduate (Political Science, History, English and Maths).

During the year 1977, the campus was declared as B. Gopal Reddy (BGR) Campus of Garhwal University. During 1984 to 1991, all the science subjects were allowed to be taught in PG courses (Zoology, Botany, Chemistry and Physics). During 2003-2006 four self financed vocational courses, Journalism, PG Diploma in Tourism, Yoga and LL. M. were started in the campus. The research work was also started in each department from time to time since 1977. It is 30 Km from Srinagar Garhwal on the way to Kotdwara.

**3. Swami Ram Tirth (SRT) Campus, Badshahithaul, Tehri (Garhwal)**

Hemvati Nandan Bahuguna Garhwal University Swami Ramtirth Campus Badshahithaul has the distinction of its being one of its first colleges of the district. It was opened as Govt. Degree College in the year 1969 and was named after the great saint Swami

Ram Tirth. The batch of twenty-one students took the distinction of being students of B.A. Courses of Agra University.

Gradually Swami Ram Tirth Degree College pioneered by offering courses in Arts, Science, Commerce, Education and Law.

As the years rolled on, it became one of the Constituent Colleges of Garhwal University and is now addressed as S.R.T. Campus, Badshahithaul. More new disciplines and courses were added to keep up pace with the rapidly changing trends of the modern world. The campus is now full-fledged institution offering courses in Arts, Science, Commerce, Education and Law streams. Besides, a number of professional courses such as DBA, BBA, DCA, Journalism, Tourism Hotelling Secretarial Practice and Library Science are also offered.

Initially, the institution was established in old Tehri town at the confluence of the rivers- the Bhagirathi and the Bhilangana. Due to the construction of Tehri Hydro-Electric dam the campus was shifted to its new campus at Badshahithaul in the year 1998.

SRT Campus Badshahithaul, is located 85 Kms from Srinagar Garhwal in district Tehri of Uttarakhand State and situated at the height of about 5000 meter above the main sea level. The present campus of Badshahithaul is spread in 25 acres of land surrounded by splendours of nature amidst oak, cedar and pine trees, approachable from all parts of the district. It is located at a short distance of 03 Km from Chamba, and 8 Km from New Tehri Town. Chamba is an important town on Delhi-Gangotri national highway, which is well connected by road with Haridwar (85 Km), Dehradun (105 Km) and Rishikesh (60 Km), the nearby railway stations. The nearest airport from the campus is Jollygrant, which is at a distance of 80 kms.

Besides, conventional courses under different streams of studies the University has introduced someregionally relevant courses that are of importance for the region, in particular and mountains in general.

#### **Area and People Served:**

#### **Socio-Cultural:**

Ranging from highly modernized urban social environment with benefits of technological advances to highlytraditional and impairing rural social environment with constrained /limited/deprived affects.

**Economies:**

This region is representing generally middle-class, lower middle-class and economically weaker sections of society.

**Natural Environment:**

Ranging from polluted concrete jungles of cities and industrial centres to the blessed serenity of Himalayan ridges and valleys, rich in biodiversity, and calm, quiet atmosphere, conducive to good health and pursuit of knowledge.

**Education:**

On one extreme, stand certain reputed private schools of Dehradun, Nainital, and Mussoorie, and on the other, many government schools in rural and inaccessible areas lacking basic infrastructure, human resource, and facilities.

Under the provision of Section 4(1)(b) of Right to Information Act-2005, the University manuals have been updated as:-

**1. Manual-1: Section 4(1)(b)(i)**

The particulars of its organization, functions and duties. The details are available on the official web site of the University: [www.hnbgu.ac.in](http://www.hnbgu.ac.in) and <https://www.hnbgu.ac.in/university>

**2. Manual-2: Section 4(1)(b)(ii)**

The powers and duties of its officers and employees are prescribed according to the university statutes and ordinances. The information is available on <https://www.hnbgu.ac.in/ordinances>

**3. Manual-3: Section 4(1)(b)(iii)**

It contains the procedure followed in the decision making process, including channels of supervision and accountability. The information is available on <https://www.hnbgu.ac.in/ordinances>

**4. Manual-4: Section 4(1)(b)(iv)**

It contains the Norms set by the University as per statutes and ordinances for the discharge of its functions. The same are available on <https://www.hnbgu.ac.in/ordinances> and the time limit for achieving the targets are according to the academic calander. The information can be accessed through the link <https://www.hnbgu.ac.in/academic-calendar>

**5. Manual-5: Section 4(1)(b)(v)**

It contains the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions. The details can be accessed on the university website through the link <https://www.hnbgu.ac.in/ordinances> and the relevant notifications and circulars issued from time to time are available at <https://www.hnbgu.ac.in/notification-circulars>

**6. Manual-6: Section 4(1)(b)(vi)**

It contains a statement of the categories of documents that are held or under its control. The details are available at <https://www.hnbgu.ac.in/ordinances> and the relevant information as per provisions under Central University Act 2009 and university ordinances are available at the link <https://www.hnbgu.ac.in/sites/default/files/2019-11/Ordinance-the-officer-of-the-university-the-registrar.pdf>

**7. Manual-7: Section 4(1)(b)(vii)**

It contains 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 details are available at <https://www.hnbgu.ac.in/ordinances> The policies and resolutions of the Executive Council, Finance Committee and Academic Council are available at the link <https://www.hnbgu.ac.in/ordinances>

The minutes / proceedings of the Academic Council and School Boards are available at link <https://www.hnbgu.ac.in/sites/default/files/2019-11/Procedure-norms-for-appointment-of-employees-other-than-teachers-and-academic-staff.pdf>

The notifications and circulars are available at <https://www.hnbgu.ac.in/notification-circulars>

**8. Manual-8: Section 4(1)(b)(viii): Court, Councils, Committees, Faculties / Schools, Departments, Boards etc. under the University.**

The details regarding the Court, Councils, Committees, Faculties/Schools, Departments, Boards etc. under the H. N. B. Garhwal University, Srinagar are available at <https://www.hnbgu.ac.in/ordinances>

**9. Manual-9: Section 4(1)(b)(ix): Directory of its officers and employees.**

The Directory of university officers and employees is available at <https://www.hnbgu.ac.in/university-authorities> and <https://www.hnbgu.ac.in/phonebook>



**10. Manual-10: Section 4(1)(b)(x)**

The information regarding monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations is available at <https://www.hnbgu.ac.in/annual-report-accounts> and <https://www.hnbgu.ac.in/rti-notification-circular>

**11. Manual-11: Section 4(1)(b)(xi)**

The information regarding budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made is available at <https://www.hnbgu.ac.in/annual-report-accounts>

**12. Manual-12: Section 4(1)(b)(xii)**

The information regarding manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes is available at <https://www.hnbgu.ac.in/annual-report-accounts>

**13. Manual-13: Section 4(1)(b)(xiii)**

The Particulars of recipients of concessions, permits or authorizations granted by it are available in the annual accounts and available at <https://www.hnbgu.ac.in/annual-report-accounts>

**14. Manual-14: Section 4(1)(b)(xiv):** Details in respect of the information, available to or held by it, reduced in an electronic form.

The details in respect of the information is available at <https://www.hnbgu.ac.in/manuals-of-hnbgu>

**15. Manual-15: Section 4(1)(b)(xv):** Means, methods and facilities available to citizens for obtaining information.

The information regarding the Means, methods and facilities available to citizens for obtaining information is available at <https://www.hnbgu.ac.in/index.php/right-to-information>

**16. Manual-16: Section 4(1)(b)(xvi):** The names, designations and other particulars of the Central Public Information Officers (CPIOs) and First Appellate Authority (FAA).

The information regarding the names, designations and other particulars of the Central Public Information Officers (CPIOs) and First Appellate Authority (FAA) is available at <https://www.hnbgu.ac.in/index.php/right-to-information>

**17. Manual-17: Section 4(1)(b)(xvii):** Such other information as may be prescribed.

Details of the manual are described with the respective PDF file, which are available on the official web site of the University: [www.hnbgu.ac.in](http://www.hnbgu.ac.in)

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# **MANUAL - 1**

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

### **The Particulars of its Organization, Functions and Duties**

The details are available on the official web site of the University: [www.hnbggu.ac.in](http://www.hnbggu.ac.in) and <https://www.hnbggu.ac.in/university>

The organization is established as:-

#### **The University:**

Garhwal University was established as a State University vide U.P. State Government notification no. (10)/(865)/15/(75)(85)/64 dated 23 November 1973 and was founded in December 1973, which was rechristened in 1989 as Hemvati Nandan Bahuguna Garhwal University. Subsequently it has been upgraded to Central University by an Act of Parliament i.e. the Central Universities Act 2009 in January 2009.

#### **Address of the University:**

The Headquarter and the main Campus of the University is located at Srinagar Garhwal and the mailing address of the University is:-

Hemvati Nandan Bahuguna Garhwal University

(A Central University)

Srinagar Garhwal-246174,

Post Office - Srinagar (Garhwal)

District - Pauri Garhwal

(Uttarakhand), India.

Link : <https://www.hnbggu.ac.in/form/contact-us>

#### **The powers and duties of its officers and employees:**

The powers of the University as stipulated in the Central Universities Act-2009 are as

under: The University shall have the following powers, namely:-

- a. To provide for instruction in such branches of learning as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;
- b. To promote the study of the religions, philosophy and culture of India;
- c. To grant, subject to such condition as the University may determine, diplomas or certificates to, and confer degrees or other academic distinction on the basis of

examination, evaluation or any other method of testing, on persons, and to withdraw any such diplomas, certificate, degrees or other academic distinctions for good and sufficient cause;

d. To organize and to undertake extra-mural studies, extension services, and other measures for the promotion of adult education;

e. To confer honorary degrees or other distinctions in the manner prescribed by the Statutes;

f. To provide, instruction, including correspondence and such other courses, to such persons as are not members of the University, as it may determine;

g. To institute Directorships, Principalships, Professorships, Readerships, Lectureships and other teaching or academic posts required by the University and to appoint persons to such Principalships, Professorships, Readerships, Lectureships or other posts;

h. To create administrative, ministerial and other posts and to make appointments thereto;

i. To appoint persons working in any other University or organization as teachers of the University for a specified period;

j. To co-operate, collaborate or associate with any other University or authority or institution in such manner and for such purposes as the University may determine;

k. To establish and maintain Schools, Institutions and such Centres, Specialized Laboratories or other units for research and instructions as are, in the opinion of the University, necessarily for the furtherance of its object;

l. To institute and award fellowships, scholarships, studentships, medals and prizes;

m. To establish and maintain Halls for the students of the University;

n. To make provision for research and advisory services, and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary;

o. To declare a Centre, an Institution, a Department, a School as an autonomous Centre, Institution or Department or School, as the case may be in accordance with the Statutes;

p. To determine standards for admission into the University, which may include examination, evaluation or any other method of testing?

q. To demand and receive payment of fees and other charges;

r. To supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;

- s. To make special arrangements in respect of women students as the University may consider desirable;
- t. To regulate and enforce discipline among the employees and students of the University and take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- u. To make arrangements for promoting the health and general welfare of the employees of the University;
- v. To receive donation and to acquire, hold, manage and dispose off any property, movable or immovable, including trust and endowment properties for the purposes of the University;
- w. To borrow, with the approval of the Central Government, on the security of the property of the University, money for the purpose of the University;
- x. To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

Link : <https://www.hnbgu.ac.in/ordinances>

#### **Visitor of the University:**

Under the Section-8 of Central Universities Act-2009, His Excellency Hon'ble President of India shall be the visitor of the University. At Present Hon'ble Dr. Ram Nath Kovind is the visitor of Hemvati Nandan Garhwal University.

#### **Officers of the University:**

As described in Section-9 of Central Universities Act-2009, the following are the officers of the Hemvati Nandan Bahuguna Garhwal University:-

S. No.	Designation	Name
1	Chancellor	Dr. Yogendra Narain
2	Vice Chancellor	Prof. Annpurna Nautiyal
3	Pro-Vice Chancellor	Prof. R C Bhatt
4	Dean, Student Welfare	Prof. M.S. Negi
5	Dean School of Agriculture and Allied Sciences	Prof. J.S. Chauhan
6	Dean, School of Arts, Communication and Languages	Prof. Mridula Jugran
7	Dean, School of Commerce	Prof. V.C. Sharma
8	Dean, School of Earth Sciences	Prof. R.S. Rana

9	Dean, School of Education	Prof. Rama Maikuri
10	Dean, School of Engineering & Technology	Prof. Y.P. Raiwani
11	Dean, School of Humanities and Social Sciences	Prof. Himanshu Bourai
12	Dean, School of Law	Prof. A.K. Pandey
13	Dean, School of Life Sciences	Prof. A.K. Dobriyal
14	Dean, School of Managemen	Prof. S.K. Gupta
15	Dean, School of Sciences	Prof. R.C. Dimri
16	Director, Chauras Campus	Prof. C M Sharma
17	Director, B. Gopal Reddy (BGR) Campus, Pauri (Garhwal):	Prof. P. P. Badoni
18	Director, Swami Ram Tirth (SRT) Campus, Badshahithaul, Tehri (Garhwal)	Prof. A. A Bourai
19	First Appellate Authority	Prof. Y.P. Sundriyal
20	Chief Vigilance Officer	Prof. Rakesh Chandra Singh Kunwar
21	University Proctor	Prof. B.P. Naithani
22	Registrar	Dr. Ajay Kumar Khanduri
23	Finance Officer	Dr. A.K. Mohanty
24	Controller Examination	Prof. Arun Singh Rawat
25	Chief Hostel Warden	Prof. Deepak Kumar
26	University Librarian	Dr. M.S. Rana

The **Organization Chart** is available on the University Website at the link:

<https://www.hnbgu.ac.in/organization-chart>

**Other Officers of the University:**

Following Officers are also declared to be the officers of the University under Section-9.9 of the Central Universities Act-2009:-

S. No.	Designation	Name
1	Nodal Officer, RTI Cell Deputy Registrar (Affiliation / Vigilance)	Sh. H.M. Azad
2	Director, Internal Quality Assessment	Prof. R.C. Sundriyal
3	Incharge Officer, Director, Sports Board	Dr. Surender Singh Bisht
4	Coordinator, Alumni Association	Vacant
5	Coordinator, Industry Interface Cell	Vacant
6	Director, Career Counselling Cell	Prof. S.K. Gupta
7	Coordinator, Pre Ph.D. and B.Ed. Entrance Examination	Prof. A. K Nautiyal
8	Director, Faculty Development Centre, PMMMMNMTT	Prof. Indoo Khanduri
9	Coordinator, Centre for Distance Education, IGNOU	Prof. RamaMaikhuri
10	Coordinator Remedial Coaching Centre & Liaison Officer SC/ST	Prof. MonikaGupta
11	Coordinator for Establishment of Centre for Endangered Languages	Vacant
12	Nodal Officer and Chair Person, Cell for Combating Women Harassment	Prof. MonikaGupta
13	Coordinator, Women Studies Centre	Prof. HimanshuBourai
14	Coordinator National Service Scheme (NSS)	Prof. R. S. Negi
15	Nodal Officer, Student Grievance and Redresses	Dr. M.S. Panwar
16	Coordinator, Raj Bhasha Hindi Cell	Dr. Guddi Bisht
17	Incharge System Manager, Computer Centre	Sh. Pradeep Mall
18	Joint Registrar (F.O.)	Dr. A.K. Mohanty
19	Executive Engineer	Sh. V.N. Bahuguna
20	Deputy Registrar, Academic & Store-Purchase	Sh. H.M. Arora
21	Deputy Registrar Administration	Dr. Sanjay Dhyani
22	Deputy Registrar (Admin)	Sh. Anis-Uz-Zaman
23	Assistant Registrar (Admin)	Sri P. P. S. Kathait
24	Assistant Registrar (Exam)	Dr. Vijay Singh Bhandari
25	Assistant Registrar (P&S, Affiliation)	Dr. Sanjay Kumar Chamoli

26	Assistant Registrar (Pre-Exam, RTI Cell, Vigilance)	Sri Arvind Kumar
27	Assistant Registrar (Gem & Purchase)	Dr. Sanjay Kumar Chamoli
28	Assistant Engineer (Civil)	Sri Dev Prakash Nautiyal
29	Assistant Engineer (Civil)	Sri Mahesh Dobhal
30	Assistant Engineer (Electrical)	Sri Naresh Khanduri
31	Public Relation Officer	Sri Ashutosh Bahuguna
32	Junior Engineer (Electrical)	Sri Rjendra Prasad

### **Authorities of the University:**

Under the Section-19 of the Central Universities Act, 2009 the following shall be the authorities of the University, namely:-

- i. The Court.
- ii. The Executive Council.
- iii. The Academic Council.
- iv. The Board of Studies.
- v. The Finance Committee.
- vi. Such other authorities as may be declared by the Statutes to be the authorities of the University.

Link : <https://www.hnbgu.ac.in/ordinances>

### **Working hours of the University:**

**Office hours:** 10:00 AM to 05:00 PM (Monday to Saturday)

Second Saturday of every month Off.

**Note:** Details are available on the official web site of the University, [www.hnbgu.ac.in](http://www.hnbgu.ac.in) under the head University officers, other Officers, statutory bodies, Schools, Ordinances etc.



## **MANUAL - 2**

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

#### **The Powers and Duties of its Officers and Employees**

The Vice-Chancellor shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decision of all the authorities of the University.

##### **Powers and Duties of the Vice-Chancellor (Statute:3)**

1. The Vice-Chancellor is appointed by the Visitor under Section-11 of Central Universities Act 2009.
2. The Vice-Chancellor shall be the *ex-officio* Chairman of the Executive Council, the Academic Council, the Finance Committee and the Planning Board and shall, in the absence of the Chancellor preside at the meeting of the Court and the Convocation held for conferring degrees and 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.
3. It shall be the duty of the Vice-Chancellor to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all powers necessary to ensure such observance.
4. 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 the Planning Board.

##### **Powers and Duties of the Pro-Vice-Chancellor (Statute:4)**

1. The Pro-Vice-Chancellor shall be appointed under Section-12 of the Central Universities Act-2009 by the Executive Council on the recommendation of the Vice-Chancellor on such terms and condition as may be laid down in the Ordinances: Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice Chancellor to recommend another person to the Executive Council: Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor appoint a Professor to discharge the duties of the Pro-Vice-Chancellor in addition to his own duties as a Professor.
2. The term of office of the Pro-Vice-Chancellor shall be such as may be decided by Executive Council, but it shall not in any case exceed five years or until the expiration of the

term of office of the Vice-Chancellor whichever is earlier, and he shall be eligible for re-appointment: Provided that the Pro-Vice-Chancellor shall retire on attaining the age of sixty-five years: Provided further that the Pro-Vice-Chancellor shall, while discharging the duties of Vice-Chancellor under clause (6) of Statute 2, continue in office notwithstanding the expiration of the term of office until a new Vice-Chancellor, or the Vice-Chancellor, as the case may be, assumes office.

3. The emoluments and other terms and condition of service of the Pro-Vice-Chancellor shall be such as may be prescribed by the Ordinances.

4. The Pro-Vice-Chancellor shall assist Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor from time to time in this behalf and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

### **Powers of Deans of the Schools (Statute: 7)**

1. Each Faculty shall have a Dean who shall be appointed under Section-13 of the Central Universities Act-2009 by the Vice-Chancellor from amongst the Professors in the Faculty for a period of three years by rotation: Provided that if at any time there is no Professor in a Faculty, the Vice-Chancellor may appoint an Associate Professor as Dean from amongst the Associate Professors. However, if a Professor is appointed in the Faculty during the period of the Associate Professor as Dean, his tenure will cease from the date of the appointment of a Professor who shall then be the Dean.

2. A Dean on attaining the age of sixty two years shall cease to hold office as such. 3. A Dean may resign his office at any time during his tenure, and a Professor may decline the offer of appointment as the Dean of a Faculty.

4. When the office of the Dean is vacant or when the Dean is, by reason of illness, absence 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 for the purpose.

5. The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty. He shall have such other functions as may be prescribed by the Ordinances.

6. The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or Committee of the faculty, as the case may be, but not the right to vote thereat unless he is a member thereof.

**Powers of Directors:** Director of the Campuses is appointed under section-18 of the Central Universities Act-2009.

**The Director shall:**

- a. Exercise overall control of the functioning of the concerned Centre or campus
- b. Convene the meetings of the faculty of the campus with the consultation with the Vice-Chancellor.
- c. Chair the meetings of the Committee of Studies of the Centre or campus
- d. Hold meetings of the Staff of the Centre or campus for streamlining the functioning of the Centre or campus and to carry out its activities more effectively.
- e. Be responsible for the safe custody of the records and the property of the Centre or campus
- f. Operate budget of the Centre or campus
- g. Organize and supervise academic programmes viz. seminars, symposia, workshops, extension lectures, training programmes, etc.
- h. Exercise such other powers and perform such other duties, as may be assigned to him/her by the Vice-Chancellor.

**Officiating charge in absence of the Director:**

- i. When the office of the Director falls vacant or when he/she is by reasons of illness, absence or any other cause unable to perform the duties of the office, the next senior most academic/scientific staff of the campus or Centre, who shall not be in the grade less than that of an Associate Professor or its equivalent, shall discharge the duties of the Director.
- ii. In case, no such official in the grade of Associate Professor or its equivalent is available in the Centre or campus, the Vice-Chancellor shall appoint a Professor of the University to discharge the duties of the Director.

**Powers and Duties of the Registrar (Statute:5)**

1. The Registrar shall be a whole-time salaried employee of the University and shall be appointed under Section-14 of the Central Universities Act-2009 on the recommendation of the Selection Committee constituted for the purpose under Statute-25.
2. The emoluments and other terms and condition of service of the Registrar shall be such as may be prescribed by the Ordinances: Provided that the Registrar shall retire on attaining the age of sixty two years.
3. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the official shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

4. (i) The Registrar shall have power to take disciplinary action against such of the employees of the University, excluding teachers and academic staff, as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment: 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 in regard to him.

ii. An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (i).

iii. In a case where 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 along with his recommendation: Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

5. The Registrar shall be *ex-officio* Secretary of the Executive Council, the Academic Council and the Faculties, but shall not be deemed to be member of any of these authorities. He shall be the *ex officio* Member-Secretary of the Court.

6. It shall be the duty of the Registrar:

i. to be the custodian of the records, the common seal and such other property of the University as the Executive Council, shall commit to his charge;

ii. to issue all notices convening meetings of the Court, the Executive Council, the Academic Council and Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;

iii. to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, Faculties and of any Committee appointed by the authorities of the University; iv. to conduct the official correspondence of the Court, the Executive Council and the Academic Council;

v. to arrange for and superintend the examination of the University in accordance with the manner prescribed by the Ordinances;

vi. to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;

vii. to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and viii. to perform such other duties as may be specified in these Statutes, or prescribed by the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.

**Powers of the University Librarian (Statute:10)**

- i. The Librarian shall be appointed under Section-17 of the Central Universities Act-2009 by the Executive Council on the recommendation of a Selection Committee constituted for the purpose under Statute 25 and shall be a whole time officer of the University.
- ii. The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council. When the Vice-Chancellor and the Pro Vice-Chancellor are on leave or away from town for any reason, the senior most Professors shall perform the functions of the Vice-Chancellor according to their seniority from the date of appointment. In the event of the date of appointment of the two officers in their offices being the same, the seniority will be determined according to their date of birth.

**Powers of the University Examination Controllers:** The Controller of the examinations are appointed under Section-16 of the Central Universities Act-2009 and shall exercise such powers and performs such duties, as may be prescribed by the statutes. The main duties of the Controller examinations are to conduct examinations of various courses of the university annually and in semester system; and declare the results of various examinations in due course i.e. before the starting of the semester or session.

**Powers of the University Coordinators:** Various Coordinators are appointed by the Vice Chancellor under Section-18 of the Central Universities Act-2009. The duties of various coordinators are as per the affairs of the Sections which are provided to them.

**Note:-**The detailed information about Acts, Statutory bodies (Executive Council, Academic Council, Finance Committee, and their Minutes), Central Universities Act-2009, Ordinances, Schools, of the University and other important links are available on the official website of the University, [www.hnbggu.ac.in](http://www.hnbggu.ac.in) under the head statutory body and Schools.

Link : <https://www.hnbggu.ac.in/ordinances>

## MANUAL - 3

### Section 4(1) (b) (iii)

#### **The Procedure followed in the Decision making Process, Including Channels of Supervision and Accountability**

Decisions in various matters are taken by the appropriate/competent authorities of the University as per the procedures laid down under various Ordinances, rules and regulations of the University, which are mentioned on the official Website [www.hnbggu.ac.in](http://www.hnbggu.ac.in) of the University under the head University Authorities, Statutory Bodies, Ordinances and Central Universities Act-2009.

The administration of the University consists of various Sections which are mentioned below:- **1- Vice Chancellor's Secretariat**, headed by Section Officer or Assistant Registrar, assisted by Assistant, Stenographer; Data Entry Operator, UDC, LDC and MTS. All these works under the control of OSD.

**2- Office of the First Appellate Authority (FAA)** is headed by the First Appellate Authority. The Assistant Registrar, Data Entry Operator, UDC and MTS, work under the control of FAA.

**3- Office of the Registrar** is assisted by Personal Secretary / Assistant, Stenographer, Data Entry Operator, UDC, LDC and MTS.

Registrar shall be Custodian of the University, who works under the control of Vice Chancellor.

**4- Office of the Finance Officer (F.O.):** Assisted by Personal Secretary / Assistant, Stenographer, Data Entry Operator and MTS.

F.O. is the Finance Controlling Authority of University who works under the control of Vice-Chancellor and also controls all the finance sections & cells.

**5- Administration Section including teaching & non-teaching** is responsible for maintaining the records of the all teaching & non-teaching employees of the University.

**6- Finance Section including pay cell, Pension cell & UGC Section** : These sections maintain the records of pay of the employees, Pensioners, fellowships of the research students, research Projects etc. and release monthly pay, pensions and others dues of the employees, fellowships of the Research Scholars, payments towards various types of purchase made by the University, as well as towards construction & maintenance works of the University.

**7- Academic Section:** This section manages the affairs such as academic activities conducted during the year, preparation of agenda for the University admissions, Board of studies, Academic Council etc., and put them before the respective Committee and Council for the approval. Evaluations of Research Degree are also the part of this section, who works under the control of Deputy Registrar / Assistant Registrar and assisted by Section officer, UDCs,

LDCs, Data Entry Operator and MTS.

- 8- Examination Section (Main Exam):** This section manages the affairs of exams of main courses of the University, such as collection & checking of examination forms; preparation of admit cards & nomination rolls, checking of mark sheets, verifications of results for mark sheets & degrees during the year and preparation of agenda for the betterment of exam. This section works under the control of the Controller of Examinations (CoE) and assisted by Assistant Registrar, Section Officer, DEO, UDCs, LDCs and MTS.
- 9- Confidential & Secrecy Section (Main Exam):** This section manages the confidential affairs such keeping awards and roll lists of the all the examinations of main courses. Preparation of papers of different P.G. and UG courses, as per the schedule of annual & semester exams. Parallel verification of results of different exams for the preparation of mark sheets & Degrees. This section also works under the control of Deputy Registrar / Assistant Registrar and assisted by Section officer, UDCs, LDCs, Data Entry Operator.
- 10- Examination Section (Professional Course):** This section manages the affairs of exams of professional courses of the University such as collection & checking of examination forms; preparation of admit cards & nomination rolls, checking of results for the mark sheets, verifications of results for mark sheets & degrees during the year. Preparation of agenda for the betterment of exam system of professional courses of the University. This section works under the control of the Controller Examination (CoE), Professional Course, assisted by Assistant Registrar, Section officer, UDCs, LDCs, Data Entry Operator and MTS.
- 11- Examination, Confidential & Secrecy Section (Professional Course):** This section manages the confidential affairs such keeping awards and roll lists of the all the examinations of professional courses. Preparation of papers of different Professional Courses, as per schedule of annual and semester exam. Parallel verification of results of different exams for issuance of mark sheets & Degrees. This section also works under the control of the Controller Examination (CoE), Professional Course, and assisted by Assistant Registrar, Section officer, UDCs, LDCs, Data Entry Operator.
- 12- Degree Section:** This section manages the affairs of Degrees to be awarded or awarded in various courses of the University, such as preparation of data for writing and printing of Degrees of various Main and Professional UG, PG Diploma & PG courses of the University, during the year. Preparation of agenda for betterment or any change in the format/pappttern of Degrees of the University, for admission committee, Board of studies, Academic Council and Executive council and put them before the respective Committee and Council for the approval. This section works under the control of Deputy Registrar/ Assistant Registrar, assisted by Section officer, UDCs, LDCs, Data Entry Operator and MTS.

- 13- Research and Evaluation Section:** The main task of this section is evaluations of Thesis for the award of Research Degree i.e. Ph.D., D.Sc. & D.Lit. etc., this section is also a part of academic section, which works under the control of Deputy Registrar, assisted by Assistant Registrar, Section officer, UDCs, LDCs, Data Entry Operators and MTS.
- 14- Affiliation Section:** This section manages the affairs of affiliation of the University, such as collection of proposals for the affiliation from different colleges and institutes, preparation of the files for the approval of temporary and permanent affiliation to different colleges and institutes during the year. This section works under the control of Deputy Registrar, assisted by Assistant Registrar, LDCs, Data Entry Operator and MTS.
- 15- Migration Section:** This section manages the affairs of migration certificates of the students, such as keeping the records of enrolments of students of different courses year wise, preparation and issuance of migration certificate, duplicate migration certificates to students during the year. This section works under the control of Deputy Registrar / Assistant Registrar, assisted by Section officer, UDCs, LDCs, Data Entry Operator and MTS.
- 16- B. Ed. Cell:** This section manages the affairs of B.Ed. entrance exam of the students annually, such collection and checking of entrance exam forms; and preparation of roll list & admit cards for entrance exam, during every year. This section works under the control of OSD/Registrar, assisted by Section officer, UDCs, LDCs, Data Entry Operator and MTS.
- 17- University Central Store:** This section manages the affairs of the central store of the University, such receiving and checking of various types of materials purchased by the University time to time, including examination forms, syllabi, annual reports etc.; managing the stock entry of everypurchased items, issuance of various types of purchased materials as per demand of the colleges, institutes, department and sections of the University. This section works under the control of Deputy Registrar, assisted by Assistant Registrar, LDCs, Data Entry Operator and MTS.
- 18- Purchase & Sell Section:** This section manages the affairs of purchase and sell of the University, such receiving the demands of various sections, departments etc. and as per demand various types of materials are purchased after the proper approval of Hon'ble Vice Chancellor through the University purchased committee. This section also works under the control of Deputy Registrar, assisted by Assistant Registrar, LDCs and MTS.
- 19- University Cash Counter:** This section manages the affairs of receiving the cash of the University, such receiving cash towards various types of admission & examinations, hostel & tuition fees; fees of degrees, duplicate mark sheets, migration & provisional certificates, scripts etc., fess and extra fee of information seekers under RTI, and various types of electric bills of employees living in the University residence. This section works under the control of



Finance Officer, assisted by Assistant Registrar, Section officer, UDCs, Accountants, LDCs, Data Entry Operator and MTS.

**20- Legal Cell:** This section manages the affairs of various court cases against the University, such as cases under jurisdiction of Civil Judge, District Judge, High Court, Supreme Court etc., The prime duty of this section is prepare the files of different cases, along with the evidences available in the University, for this purpose help of different sections of the University shall be taken; presentation of various cases before the Judges through reliable University Lawyer. This section works under the control of Deputy Registrar, assisted by LDCs, Data Entry Operator and MTS.

**21- Recruitment Cell:** This section manages the affairs of the recruitment of the University, such as receiving application forms of applicants against various types of advertisements towards the teaching & non-teaching posts; Screening & Preparation of data of applicants as per the category of advertised posts; issuance of call letters against various advertisements. This section works under the control of Deputy Registrar, Assistant Registrar, Section officer, UDCs, LDCs, Data Entry Operator and MTS.

**Sections** are normally headed by a Assistant Registrar, who is a Group 'A' Officer or a Section Officer who is a Group 'B' Officer, and works under the control of Deputy Registrar. The Section Officer or Assistant Registrar performs the duty of a supervisor and manages the affairs of the Section. He is assisted by the Assistants, UDCs, LDCs and Data Entry Operators as are posted as per administrative requirement, workload etc.

Office Attendants, MTS (multi task servant) help in proper file management and transit of files or papers for day to day purposes, as well as they may be deputed for the work of data entry operator.

The Sections under the central administration report to the concerned Assistant Registrar or Deputy Registrar, who in turn, report to the Registrar or Pro Vice-Chancellor as per administrative requirement.

**22- Right to Information (RTI) Cell:** This cell is headed by Nodal Officer who is a Group "A" Officer and works under the control of Vice Chancellor and he is assisted by Assistant Registrar, UDC, LDC, Data Entry Operator and MTS.

**23- Office of the Controller Examination (Main Course):** This Section is headed by the Controller Examination who works under the control of Vice-Chancellor and is assisted by Deputy Controllers of Examination, UDC, LDC, and MTS.

**24- Office of the Controller Examination (Professional Course):** This Section is headed by Controller Examination Professional Course who works under the control of Vice-Chancellor

and is assisted by Deputy Controllers of Examination, UDC, LDC, and MTS.

- 25- Office of the Dean Student Welfare (DSW):** This Office is headed by Dean Student Welfare (DSW), assisted by a board of Assistant DSW, UDCs, LDCs, Data Entry Operators, MTS. The main duty of this section is to manage the welfare of the students. DSW works under Control of Vice-Chancellor.
- 26- Office of University Proctor:** Office of the Proctor is headed by Proctor, assisted by a board of Assistant Proctors. The prime duties of this office are to provide identity cards to the bonafide students of the campus as per the fee receipt provided by the respective offices of the Deans of the Schools, to insure the safety of the students and to control the agitations of the students in the campus. Proctor works under Control of Vice-Chancellor.
- 27- Offices of Deans of the Schools:** There are 11 Offices of Deans of schools in our University. Office of the every Dean is headed by the Dean of Respective School, who works under Control of Vice-Chancellor and is assisted by UDC, LDC & MTS. Dean office manages the records & affairs of the students admitted in a particular school.
- 28- Office of Chief Hostel Warden:** This Office is headed by Chief Hostel Warden who works under Control of Vice-Chancellor and is assisted by Assistant Wardens, UDC, LDC & MTS. This office manages the records & affairs of the students admitted in different hostels of the University.
- 29- Construction and Maintenance Section including Electric and Civil Engineering:** This Office is headed by Executive Engineer who works under Control of Registrar & Vice Chancellor and is assisted by Assistant & Junior Engineers, UDC, LDC, Technical Assistants, Electricians, Plumbers, Mason, Carpenter and MTS etc. This office manages the records & affairs of various construction & maintenance in all three campuses of the University; prepare plan & budgetary provision for new constructions of the University.
- 30- Data Processing Centre:** This Section is headed by Coordinator Data Processing Centre who works under the control of Registrar and Vice-Chancellor and is assisted by Programmers, data entry Operators & MTS. This section is fully responsible for the processing of data of various University exams, preparation of results, mark sheets and degrees of different main and professional courses.
- 31- Computer Centre:** This Section is headed by System Manager who works under the Control of Registrar and is assisted by Programmers, data Operators & MTS. Task of this section is to manage the affairs of University official web site and provide assistance to data processing centre of the University.
- 32- University Central Library:** The Library is headed by Librarian who works under the control of Vice-Chancellor and is assisted by Deputy & Assistant Librarians, Operators, UDCs, LDCs, Book Lifters & MTS. The librarian manages all the affairs of the Library and distribution of

books to the students & receiving of books from the students of various courses.

- 33- Internal Quality Assessment Cell (I.Q.A.C):** This cell is headed by Director I.Q.A.C. who works under the Control of Vice-Chancellor and is assisted by Assistant Director, Data Entry Operator, LDC and MTS. This cell manages all the affairs of the I.Q.A.R. of the University annually.
- 34- Remedial Coaching Centre:** This Centre is headed by Coordinator & Liaison Officer who works under the control of Vice-Chancellor and is assisted by UDC, LDC and MTS,. **35- University Career Counselling & Placement Services, Cell:** This cell is headed by Director who works under the control of Vice-Chancellor and is assisted by Placement Officer, Data Entry Operator, LDC and MTS.
- 36- University Employment Information & Guidance bureau:** This cell is headed by Employment Officer who works under the control of District Employment Officer and Vice Chancellor and is assisted by UDC, LDC and MTS.
- 37- National Service Scheme (NSS) Cell:** This cell is headed by Coordinator who works under Control of Vice-Chancellor & State Liaison Officer and is assisted by Programme Officers, UDC, LDC and MTS.
- 38- National Cadet Core (NCC) Cell:** This cell is headed by NCC Officer, who works under the control of Vice-Chancellor & Regional Office of the NCC.
- 39- Centre for Distance Education (IGNOU):** This Office is headed Coordinator IGNOU who works under the control of Vice-Chancellor & Regional Office of IGNOU and is assisted by UDC, LDC and MTS.
- 40- Office of Director Sports:** This office is headed by Director Sports Board who works under the control of Vice Chancellor and is assisted by coaches, sports Assistant, UDC, LDC, Data Entry Operator and MTS,. The prime duty of sports office is to fix the calendar of various events of sports at University, state & National level; and ensure the participation of students of the University in different events through the selection process, for which every event are organised at College & Institute levels.
- 41- Offices of the head of the Departments:** Our University has 50 departments & these Offices are headed by respective Head of the Departments under control of respective Deans of Schools and are assisted by Faculty Members, technical staffs, UDC, LDC & MTS.
- 42- Cell for Combating Women Harassment:** This cell is headed by Nodal Officer and Chair Person Cell for Combating Women Harassment who works under the control of Vice Chancellor and are assisted by UDC, LDC & MTS.
- 43- Women Studies Centre:** This cell is headed by Coordinator, Women Studies Centre who work under the control of Vice Chancellor and are assisted by UDC, LDC & MTS. The set-up of the Examination Office and Libraries of the University is hierarchically similar to the Central administration of the University as far as channel of submission of the files are concerned, subject to changes as per administrative convenience.

Note:-The detailed information about Acts, Statutory bodies (Executive Council, Academic Council, Finance Committee, and their minutes), Central Universities Act-2009, Ordinances, Schools of the University, other important links such as IQAC, RTI cell & Notifications and Circulars are available on the official website of the University, [www.hnbgu.ac.in](http://www.hnbgu.ac.in) under the head Administration, statutory body and Schools.

## MANUAL - 4

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

#### The Norms set by the University for the Discharge of its functions

Link : <https://www.hnbgu.ac.in/ordinances>

Norms and standards for various activities of the University are set by the Authorities of the University which are mentioned below:-

#### Authorities of the University

- i. The Court
- ii. The Executive Council (EC)
- iii. The Academic Council (AC)
- iv. The Finance Committee (FC)
- v. The Faculties
- vi. The Planning Board and
- vii. Such other authorities as may be declared by the Statutes to be authorities of the University.

#### The Court:

1. The University Court is constituted under Section-20 of the Central Universities Act-2009 and the constitution of the Court and the term of office of its members shall be prescribed by the Statutes.
2. Subject to the provision 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 and the annual accounts of the University and the audit report on such accounts
  - c. To advise the Visitor in respect of any matter which may referred to it for advice; and
  - d. To perform such other functions as may be prescribed by this Act or Statutes.

#### The Executive Council

The Executive Council (EC) has, inter alia, the power of management of all administrative affairs of the University.

1. The Executive Council is constituted under Section-21 of the Central Universities Act-2009 and 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 duties shall be prescribed by the Statutes.

### **The Academic Council**

Academic Council (AC) is the academic body of the University. Subject to the provisions of the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination of the University and other academic matters.

1. The Academic Council is constituted under Section-22 of the Central Universities Act-2009 and 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 the academic policies of the University.
2. The constitution of the Academic Council, the term of office of its members and its powers and duties shall be prescribed by the Statute.

### **The Finance Committee**

Functions of the Finance Committee include the following (Statute 24):-

The Annual accounts and the financial estimates of the University are laid before the Finance Committee for consideration and comments and thereafter to the Executive Council for approval. The Finance Committee fixes the limits for the total recurring and non-recurring expenditure for the year based on the income and resources of the University.

A report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet, as audited, and the financial estimates is presented to the Court at its annual meeting.

1. The Finance committee is constituted under Section-24 of the Central Universities Act-2009 and shall be the principal planning body of the University.
2. The constitution of the Finance committee, term of office of its members and its powers and duties shall be prescribed by the Statutes.

### **Selection Committee**

Selection Committee for making recommendations to the Executive Council for appointment to the post of Professor, Associate Professor, Assistant Professor, Registrar, Finance Officers, Controller of Examinations, Librarian and Principals of college and institutions maintained by the University are appointed under the

#### **1. Professor:**

- (i) The Dean of the School.
- (ii) The Head of the Department, if he is a Professor.
- (iii) Three persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special Knowledge of, or interest in, the subject with which the Professor will be concerned.

**2. Associate Professor/Assistant Professor:**

- (i) The Head of the Department
- (ii) One Professor nominated by the Vice-Chancellor.
- (iii) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special Knowledge of, or interest in, the subject with which the Associate Professor or Assistant Professor will be concerned.

**3. Registrar/ Finance Officer/Controller of Examination:**

- (i) Two members of the Executive Council nominated by it.
- (ii) One person not in the service of the University nominated by the Executive Council.

**4. Librarian:**

- (i) One person not in the service of the University who have special knowledge of the subject of the Library Science or Library Administration nominated by the Executive Council.
- (ii) One person not in the service of the University nominated by the Executive Council.

**5. Principal of College or Institution maintained by the University:**

Three person not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special Knowledge of, or interest in, a subject in which instruction is being provide by the College or Institution.

**Other Authorities of the University:**

Other authorities of the University are constituted under Section-25 of the Central Universities Act-2009 and the constitution, powers and functions of the Faculties and of such other authorities as may be declared by the Statutes to be authorities of the University, shall be prescribed by the Statutes.

**Power to make Statutes:**

The statutes of the University is made under Section-27 of the Central Universities Act-2009 and 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 election and continuance in office of the members of the said authorities, filling of vacancies of members, and all other matters relating to those authorities for which it may be necessary or desirable to provide;

- c. the appointment, powers and duties of the officers of the University and their emoluments; d. the appointment of teachers of the University and other academic staff and their emoluments; e. the appointment of teachers and other academic staff working in any other University or Institution for a specific period for undertaking a joint project;
- f. the conditions of service of employees including provision for pension, insurance and provident fund, the manner of termination of service and disciplinary actions; g. the principles governing seniority of service of employees;
- h. the procedure for arbitration in case of disputes between employees or students and the University;
- i. the procedure for appeal to the Executive Council by any employee or student against the action of any officer or authority of the University;
- j. the establishment and recognition of the students' union or association of teachers, academic staff or other employees;
- k. the participation of the student in the affairs of the University;
- l. the conferment of honorary degrees;
- m. the withdrawal of degrees, diplomas, certificates and other academic distinctions; n. the institution of fellowships, scholarships, studentships, Medals and prizes; o. the maintenance of discipline among the students;
- p. the establishment and abolition of Faculties, Departments, Centres and Schools; q. the delegation of powers vested in the authorities or officers of the University; and r. all other matters which by this Act are to be, or may be, prescribed by the Statutes.

#### **Statutes how to be made:**

1. The first Statutes are those set out in the Schedule.
2. The Executive Council may, from time to time, make new or additional Statutes referred to in sub-section (1): Provided that the Executive Council shall not make, amend or repeal any Statute affecting the status, powers 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. Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the assent of the Visitor who may assent thereto or withhold assent or remit to the (Executive Council for consideration.



4. A new Statutes or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.
5. Notwithstanding anything contained in the foregoing sub-section, the Visitor may make new or additional Statutes or amend or repeal the Statutes referred to in sub-section (1) during the period of three years immediately after the commencement of this Act.
6. Notwithstanding anything contained in the foregoing sub-sections, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such a direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction make or amend the Statutes suitably.

**Power to make Ordinances:**

1. 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 medium of instruction and examination;
  - d. the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same; e. the fees to be charged for courses of study in the University and for admission to the examinations, degrees, diplomas and certificates of the University;
  - f. the conditions for the award of fellowship, scholarships, studentships, medals and prizes;
  - g. the conduct of examination, including the term of office and manner of appointment and the duties examining bodies, examiners and moderators;
  - h. the condition of residence of the students of the University;
  - i. the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing of special courses of studies for them; j. the appointment and emoluments of employees other than those for whom provision has been made in the Statutes;
  - k. the establishment of Centres of Studies, Boards of Studies, Inter-disciplinary Studies, Special Centres, Specialized Laboratories and other Committees;
  - l. the manner of co-operation and collaboration with other universities and authorities including learned bodies or associations;
  - m. the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;

- n. the remuneration to be paid to the examiners, moderators, invigilators and tabulators; o. such other terms and conditions of service of teachers and other academic staff as are not prescribed by the Statutes;
  - o. the management of institutions established by the University; and q. all other matters which by this Act or the Statutes may be prescribed by the Ordinances.
2. The regulations and bye-laws in force immediately before the commencement of this Act shall be the first Ordinances of the University and may be repealed or amended at any time by the Executive Council.

**Power to make Regulations:**

The authorities of the University may make Regulations, consistent with Central Universities Act- 2009 the Statutes and the Ordinances for the conduct of their own business, and that of the Committees appointed by them and not provided for by this Act, the Statutes or the Ordinances in the Manner prescribed by the Statutes.

**Note:-**The detailed information about Statutory bodies (Executive Council, Academic Council, Finance Committee, their minutes), Central Universities Act-2009 and Ordinances, Schools, of the University are available on the official website of the University, [www.hnbggu.ac.in](http://www.hnbggu.ac.in) under the head Administration, Statutory body and Schools.

Link: <https://www.hnbggu.ac.in/ordinances>

## MANUAL - 5

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

#### **The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for Discharging its Functions**

Link: <https://www.hnbggu.ac.in/ordinances>

Various categories of Govt. Orders, UGC rules, regulations, instructions, manuals etc. are mentioned below which are under the control or used by the Employees of the Garhwal University for discharging its functions:-

1. UGC Regulations 2010.
2. UGC Regulations II<sup>nd</sup> Amendment 2013.
3. G.O. of Sixth pay commission.
4. Office Memorandum of Travel Allowances Rules 2008: Sixth pay commission.
5. The Central Universities Act-2009.
6. Statutes of HNB Garhwal University as made under Section-24 of the Central Universities Act 2009.
7. Ordinances of the University made under Section-25 of the Central Universities Act-2009.
8. Regulations of the University made under Section-26 of the Central Universities Act-2009.
9. Reservation policies of the Govt. of India as applicable to Employees of Central Govt. of India.
10. Terms and Conditions of service of University Teachers under Ordinance 27.
11. Syllabi of various courses run by the University for PG and PG level.
12. General Financial Rules (GFR) as applicable to the Central University and Govt. sectors.
13. Govt. of India Manual on policies and procedures of employment of consultants.
14. Govt. of India Manual on policies and procedures for purchase of goods.
15. Govt. of India Manual on policies and procedures for procurement of work.
16. Fundamental Rules and Supplementary Rules of Government of India as applicable to the University.

Different types of GO's, Rules & Regulations, Records etc. of the Garhwal University are under the control of various sections which are:-

**Vice Chancellor's Secretariat:** Records of various types of incoming and outgoing files and papers are maintained in the form of dispatched registers & dairies, copies of various GO's , copies of letters dispatched to MHRD, UGC, Visitor, other Higher Authorities and officers of the University; other documents related to the policy of the University, dispatch register, telephone register, PI register & attendance register etc. are held by this office, which is maintained under the control of section officer or Assistant Registrar.

**Office of the First Appellate Authority (FAA):** All Files of the first appeals, papers related to notice of hearing of first appeals and orders of FAA as well as dispatch register, telephone register, PI register & attendance register etc. are held in this office under the control of Assistant Registrar.

**3. Office of the Registrar:** Records of various types of incoming and outgoing files, letters, bills & other types of papers are maintained in the form of dispatched registers & dairies, copies of various GO's, copies of letters dispatched to Vice Chancellor, MHRD, UGC, Visitor and other Higher Authorities as well as matters related to various types of the University meetings, dispatch register, telephone register, PI register & attendance register etc. are held by this office.

**4. Office of the Finance Officer (F.O.):** Various types of financial GOs, rules regulations, including GFR; records of various types of files and bills of farms, TA bills of employees, examiners, invited Members etc. and other related papers to different type of payments, salaries, fellowships; Annual budget, utilization of budget, University income etc. are held in the record room of finance section under the control of Deputy Registrar and Finance officer. Dispatch register, telephone register, PI register & attendance register etc. are also available in this section.

**5. Administration Section including teaching & non-teaching:** The prime duty of the section is to maintain every type of record related to all the teaching and non-teaching employees of the University, such as personal files, service books, different type of leave records, copies of various types of administrative orders and GOs, dispatch register, telephone register, PI register & attendance register etc. are held by this office.

**6. Finance Section including pay cell, Pension cell & UGC Section:** These sections maintain the records of pay of the employees, pensioners, fellowships of the research students, research Projects etc. and bill vouchers of others dues of the employees, Research Scholars, payments towards various types of purchase made by the University, as well as towards construction & maintenance works of the University; and all GOs rules regulations related to the finance, dispatch register, telephone register, PI register & attendance register etc. are held by this office.

**7. Academic Section:** All the records of different meetings & proceedings of BOS, AC, EC, Admission Committee and Thesis of the various subjects, dispatch register, telephone register, PI register & attendance register etc. are held in this section.

**8. Examination Section (Main Exam):** This section manages the affairs of exams of main courses of the University, therefore all the records related to examinations such as examinations form, Nomination Rolls, Copy of Admit Cards, Charts related to results of different Exams, & all the rules, regulations & GOs related to exam, dispatch register, telephone register, PI register & attendance register etc. are held by this section.

**9. Confidential & Secrecy Section (Main Exam):** This section manages the confidential affairs of main courses exam such keeping awards and roll lists of the all the examinations of main courses, original copies of papers & copies of letters as well as lists of examiners for various subjects of different P.G. and UG courses, as per the schedule of annual & semester exams,

dispatch Register, Telephone register, PI Register & attendance register etc. are held by this section.

- 10. Examination Section (Professional Course):** This section manages the affairs of exams of Professional Courses of the University, therefore all the records related to Professional Courses examinations, such as examinations form, Nomination Rolls, Copy of Admit Cards, Charts related to results of different Exams, & all the rules, regulations & GOs related to exam, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 11. Examination, Confidential & Secrecy Section (Professional Course):** This section manages the confidential affairs of main courses exam such keeping awards and roll lists of the all the examinations of main courses, original copies of papers & copies of letters as well as lists of examiners for various subjects of different P.G. and UG courses, as per the schedule of annual & semester exams, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 12. Degree Section:** This section manages the affairs of Degrees to be awarded or awarded in various courses of the University, therefore all the records for preparation and dispatched of Degrees of various main & Professional Courses of U.G. & P.G. levels, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 13. Research and Evaluation Section:** The main task of this section is evaluations of theses for the award of Research Degree i.e. Ph.D., D.Sc. & D.Lit. etc., therefore all the papers related to processes of evaluation, copies of letters as well as lists of examiners, copies of theses in different subjects and proceedings for the award of aforesaid Degrees, dispatch register, telephone register, PI register & attendance register etc. are held by this office.
- 14. Affiliation Section:** As this section manages the affairs of affiliation of the University, so copies of all collected proposals for the affiliation from different colleges and institutes, papers and files for the approval of temporary and permanent affiliation to different colleges and institutes during the year and copies of letters of the affiliation as well as various types of proceedings, minutes, letters, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 15. Migration Section:** This section manages the affairs of migration certificates of the students, so copies of year wise enrolment forms of students of different main and professional courses, counter copies of migration certificates and duplicate migration certificates, record of issuance of these certificates to the students of different courses, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 16. B.Ed. Cell:** This section manages the affairs of B.Ed. entrance exam of the students annually, so all the entrance exam forms, roll lists, answer sheets/OMR sheets entrance exams, question papers, letters as well as list of examiners, letters of counselling, cut of merit charts, invitation letters to the students, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 17. University Central Store:** This section manages the affairs of the central store of the University, so records of all the consumable and non-consumable materials (Stock Register) including blank answer sheets, charts, degrees, marks sheets and other printed materials, records of issuance, copies of the bills of the purchased items, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 18. Purchase & Sell Section:** As this section manages the affairs of purchase and sell of the University, so records related to the demands of various sections, departments, letters of approval of Hon'ble Vice Chancellor for the purchase of different materials, copies of order

of supply, proceedings & minutes regarding purchase, dispatch register, telephone register, PI register & attendance register etc. are held by this section.

- 19. University Cash Counter:** This section manages the affairs of receiving the cash of the University, so all the records of various types of fees, funds received from students and other persons towards various heads, cash book, attendance register etc. are held by this section.
- 20. Legal Cell:** This section manages the affairs of various court cases against the University, so papers, proceedings, answer of the University, related to various cases, such as cases under jurisdiction of Civil Judge, District Judge, High Court, Supreme Court, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 21. Recruitment Cell:** This section manages the affairs of the recruitment of the University, therefore, all the received application forms from applicants against various types of advertisements towards the teaching & non-teaching posts; records related Screening & Preparation of data of applicants as per the category of advertised posts; copies of call letters against various advertisements, copies of the advertisement, letters of approval, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 22. Right to Information (RTI) Cell:** Copies of manuals, files of information seekers and progress against application of every information seeker, files of first appeals, copies of letters of hearing of First Appeal, Copies of quarterly report of the RTI, copies of decision of FAA, Register of Information seekers and First Appeals, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 23. Office of the Controller Examination (Main Course):** This section holds all the records related to examinations of various PG & UG main courses of the University such as Answers sheets, awards, distribution registers to the examiners, keys, bills of the remuneration of evaluators, dispatch Register, dummy and final tabulation charts of various exams, dispatch register, telephone register, PI register & attendance register etc.
- 24. Office of the Controller Examination (Professional Course):** This section holds all the records related to examinations of various PG & UG professional courses of the University such as answers sheets, awards, distribution registers to the examiners, keys, bills of the remuneration of evaluators, dispatch Register, dummy and final tabulation charts of various exams, dispatch register, telephone register, PI register & attendance register etc.
- 25. Office of the Dean Student Welfare (DSW):** This office holds the whole records of students admitted in the campus, records of various types of fellowships, fee concessions, sports events of the University, papers related to student election, academic & cultural activities, prospectus & admission forms, papers related to printing of prospectus & Nirjharani, proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 26. Office of University Proctor:** This office holds the records of papers related to the identity cards to the students, papers related to law & order in the campus, such as anti-ragging, harassment, dispatch register, telephone register, PI register & attendance register etc.
- 27. Offices of Deans of the Schools:** Offices of Deans of schools hold the records of the students admitted in their school, lists of the students, fee records of students, records of caution money of the students, papers of proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 28. Office of Chief Hostel Warden:** This office holds the records of the students admitted in different hostels of the University, such as admission forms, merit lists for different hostels,

records of fee and caution money of hostellers, proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.

- 29. Construction and Maintenance Section including Electric and Civil Engineering:** This Office of the University manages the records & affairs of various construction & maintenance in all three campuses of the University; so all the records including plan & budgetary provision for new constructions and maintenance work of the University, under civil & electrical head, records of the all stable assets; proceedings & minutes of various meetings, dispatch register, telephone register, PI Register & attendance register etc. are held by this section.
- 30. Data Processing Centre:** This Section holds all the data of various University exams, records of various results, mark sheets and degrees of different main and professional courses; proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 31. Computer Centre:** As this Section manages the affairs of University official web site and provides assistance to data processing centre of the University, so all the records related these tasks are available with this office including proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 32. University Central Library:** This section of the University manages all the affairs of the Library and distribution of books to the students & receiving of books from the students of various courses, therefore all the records related to purchase and distribution of various books to the students as well as various departments such as Accession Register, Stock Register, Catalogue Register, proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc. are held by this section.
- 33. Internal Quality Assessment Cell (I.Q.A.C):** In pursuance of Action Plan of the National Assessment and Accreditation Council (NAAC), Bengaluru, for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the NAAC proposes that every accredited institution shall establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Therefore, all the records related to IQAC and IQAR are held by this office along with proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 34. Remedial Coaching Centre:** This Centre holds all the records of the students admitted in the coaching centre along with proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 35. University Career Counselling & Placement Services, Cell:** This cell holds all the records related to Counselling & Placement of students of different courses; proceedings & minutes of various meetings, dispatch Register, Telephone register, PI Register & attendance register etc.
- 36. University Employment Information & Guidance bureau:** This cell holds all the records of candidates registered for the employment, proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 37. National Service Scheme (NSS) Cell:** This cell holds the records of volunteers of all the Units of the Campus such as application forms, list of volunteers participated in one day & special camps, National Camps, Pre R.D. & RD camps etc.; proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 38. National Cadet Core (NCC) Cell:** This cell is headed by NCC Officer, who works under the control of Vice-Chancellor & Regional Office of the NCC, this section holds all the records of NCC cadets, list of cadets participated at various levels for A, B & C certificates as well as

other programmes; proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.

- 39. Centre for Distance Education (IGNOU):** This Office holds all the records of various courses of distance education sanctioned to this centre by the IGNOU, proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 40. Office of Director of Sports:** Office of the Director Sports holds the records of students participated in various sports events organised by the University at University, State, National & International levels, including their expenditures, advances given to team leaders, proceedings & minutes of various meetings, dispatch register, telephone register, PI register & attendance register etc.
- 41. Offices of the Head of the Departments:** Offices of the Head of the Departments hold the records of students admitted in the departmental courses, proceedings & minutes of various meetings; dispatch register, telephone register, PI register & attendance register etc. Besides this, the profiles of Faculty members, syllabi of courses offered by the departments are available on the university web site under the head schools & departments.
- 42. Cell for Combating Women Harassment:** This cell holds the records of case related to Women Harassments.
- 43. Coordinator, Women Studies Centre:** This Centre holds the records related to Women Studies.

Note:-The detailed information about Acts, Statutory bodies (Executive Council, Academic Council, Finance Committee, and their minutes), Central Universities Act-2009, Ordinances, Schools of the University and other important links are available on the official website of the University, [www.hnbgu.ac.in](http://www.hnbgu.ac.in)

Link : <https://www.hnbgu.ac.in/ordinances> and  
<https://www.hnbgu.ac.in/sites/default/files/2019-11/Ordinance-the-officer-of-the-university-the-registrar.pdf>



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

### **A Statement of the Categories of Documents that are held by the University or Under the Control**

1. Minutes of the University Court, Executive Council and Academic Council printed and published from time to time.
2. Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available in print form in the respective Faculties/Departments. Many of them are also available on the website of the University.
3. Annual Report of the University\*
4. Financial Estimates of the University\*
5. Certified Annual Accounts available in printed form.\*
6. Audit reports available in printed form.
7. Calendar of HNB Garhwal University: Academic Calendar of the University, available in print form and also available in the website of the University i.e. Prospectus.
8. List of holidays observed by the University available in printed form.

Besides the aforesaid, all other documents held in different sections of the University are same which are mentioned in Manual-5.

\*There is a time lag between the approved versions and their printed versions. Can be accessed on website [www.hnbggu.ac.in](http://www.hnbggu.ac.in)

Link : <https://www.hnbggu.ac.in/ordinances> and <https://www.hnbggu.ac.in/sites/default/files/2019-11/Ordinance-the-officer-of-the-university-the-registrar.pdf>

**Note:-**The detailed information about Acts, Statutory bodies (Executive Council, Academic Council, Finance Committee, their minutes), Central University Act-2009 and Ordinances, Schools, of the University are available on the official website of the University, [www.hnbggu.ac.in](http://www.hnbggu.ac.in) under the head Administration Statutory body, Schools and other important links.

## 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 its Policy or Implementation there of

Link : [www.hnbggu.ac.in](http://www.hnbggu.ac.in) under the head Administration, Statutory body & other important links and <https://www.hnbggu.ac.in/ordinances>

Various statutory bodies of the University, namely the University Court, Executive Council (EC) and Academic Counsel (AC) comprise of eminent people from society and representatives of member of the public who directly participate in the affairs of the University.

#### Members of AC /EC/ Court's:

##### 1. Academic Council (AC):

S.No.	Name	Designation
1.	Prof. Annpurna Nautiyal, Vice-Chancellor	Chairman
2.	Pro-Vice Chancellor	Member
3.	Prof. Prabha Shankar Sukla, Visitor Nominee	Member
4.	Prof. Tahir Hussain, Visitor Nominee	Member
5.	Dr. Neeraj Narang, Visitor Nominee	Member
6.	Dr. Sharda Singh Negi, Visitor Nominee	Member
7.	Dr. Savita, Visitor Nominee	Member
8.	Dr. Hem Chandra, Vice Chancellor, HNB Uttarkhand Medical Education University, Patel Nagar, Dehradun Nominated by AC	Member
9.	Prof. J.S. Rawat, National Geospatial Chair Person of the Department of Science and Technology, Govt.of India, and Professor and Head of the Department of Geography, Kumaun University. Nominated by AC	Member
10.	Dr. Sanjay Kumar Director, CSIR-IHBT, Palampur, HP. Nominated by AC	Member
11.	Dr. Ravinder Korisettar, Senior Academic Fellow, Indian Council of Historical Research, New Delhi. Nominated by AC	Member

<b>12.</b>	Dr. Vijay Dhasmana, Vice Chancellor, Swami Rama Himalayan University, Dehradun. Nominated by AC	Member
<b>13.</b>	University Librarian	Member Library
<b>14.</b>	Controller of Examination	Member COE
<b>15.</b>	Dean Student Welfare (DSW)	Member DSW
<b>16.</b>	Proctor	Member Proctor
<b>17.</b>	All Deans of Schools	Member Deans
<b>18.</b>	All Heads of Departments	Member HOD
<b>19.</b>	Three Senior Most Professors	Member SMP
<b>20.</b>	Three Senior Most Associate Professors	Member SMAP
<b>21.</b>	Three Senior Most Assistant Professors	Member SMASSTP
<b>22.</b>	Three Senior Most Principal	Member SP
<b>23.</b>	Dr. Ajay Kumar Khanduri, Registrar	Member Secretary

## 2. Executive Council (EC):

<b>S. No.</b>	<b>Designation</b>	<b>Name</b>	<b>Address</b>
<b>1.</b>	VC, Chairman-EC	Prof. Annpurna Nautiyal	HNB Garhwal University, Srinagar- Pauri(Garhwal) Uttarkhand
<b>2.</b>	Pro-Vice Chancellor	Prof. R.C. Bhatt	HNB Garhwal University, Srinagar- Pauri(Garhwal) Uttarkhand
<b>3.</b>	Dean	Prof. Y.P. Raiwani	Dean, School of Engineering & Technology, HNBGU
<b>4.</b>	Dean	Prof. J.S. Chauhan	Dean, School of Agriculture and Allied Science, HNBGU
<b>5.</b>	Dean	Prof. S.K. Gupta,	Dean, School of Management, HNBGU
<b>6.</b>	Senior Principal	Dr. V.K. Bourai	Principal, SGRR(PG) College, Dehradun(UKD)
<b>7.</b>	Senior Principal	Vacant	To be Selected by HNBGU
<b>8.</b>	Senior Most Professor	Dr. S.C. Bagri	CMTHS
<b>9.</b>	Senior Most Professor	Dr. Arun Pant	Department of English, SRT HNBGU Campus, Tehri , Badshahi Thaul

10.	Senior Assistant Professor	Dr. B.P. Chamola	
11.	Court Nominee	Court Nominee	Vacant
12.	Chancellor Nominee	Dr. Kailash Chandra Sharma	D-11, Sector-49, Noida (UP)
13.	Visitor Nominee	Prof. Sumitra Kukreti	Mahatma Jyotiba Phule Rohilkhand University, Bareilly
14.	Visitor Nominee	Prof. Aditya Shastri	Vice Chancellor, Banasthali University, Jaipur, Rajasthan, Visitor Nominee
15.	Visitor Nominee	Mrs. Bachendri Pal Mountaineer	
16.	Visitor Nominee	Prof. Raj Kumar	Vice Chancellor, Punjab University, Chandigarh
17.	UGC Nominee	Prof. Dinesh Kumar Nauriyal	Former Vice Chancellor, Kumaon University
18.	Nominee of the Secretary MHRD	Vacant	
19.	Associate Professor	Dr. Indra Singh,	Dept. of Geography, SRT HNBGU Campus, Tehri, Badshahi Thaul
20.	Registrar	Dr. Ajay Kumar Khanduri	Registrar, HNBGU (Ex-Officio Secretary)

**Note:-**The detailed information about Acts, Statutory Bodies (Executive Council, Academic Council, Finance Committee, their minutes), Central Universities Act-2009 and Ordinances of the University are available on the official website of the University, [www.hnbg.ac.in](http://www.hnbg.ac.in) under the head Administration, Statutory body & other important links.

## **MANUAL-8**

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

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

- University Court.
- Executive Council.
- Academic Council.
- Finance Committee.
- Faculties and Departments.
- Purchase Committee
- Board of Studies.
- Schools.

Link : <https://www.hnbgu.ac.in/ordinances> and  
<https://www.hnbgu.ac.in/notification-circulars>

**Note:-**The detailed information about the regulation and formation of aforesaid are mentioned in Statutory bodies (Executive Council, Academic Council, Finance Committee, their minutes), Central University Act-2009, Ordinances, Schools and other important links on official website of the University, [www.hnbgu.ac.in](http://www.hnbgu.ac.in) under the head Administration, Statutory body, Schools etc.

## MANUAL - 9

### Section 4(1)(b)(ix)

#### Directory of its Officers and Employees

Hemvati Nandan Bahuguna Garhwal University printed a Telephone Directory of all the employees of the University which is available in a printed form. This Telephone Directory is updated yearly. This directory is available on the official website of the University, [www.hnbggu.ac.in](http://www.hnbggu.ac.in) under the important link **Phonebook**.

The information is available in the link : <https://www.hnbggu.ac.in/university-authorities> and <https://www.hnbggu.ac.in/phonebook>

## **MANUAL - 10**

### **Section-4(1)(b)(x)**

#### **The Monthly Remuneration received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations**

Monthly salary and other payments to the employees of the University are provided through the Finance section after proper sanction and approval of the Competent Authority. All records are maintained by the finance section in tabular form as well in Cash Books, so all these papers along with bills of the same are kept in record room of the finance section, under the control of Finance Officer. For this purpose meeting of Finance Committee is held time to time.

Link : <https://www.hnbgu.ac.in/annual-report-accounts> and  
<https://www.hnbgu.ac.in/sites/default/files/2022-09/List%20of%20Employees%20with%20Monthly%20Remuneration%20-%20Para%201-9-1.pdf>

**Note:-**The detailed information about Finance Committee is available on the official website of the University, [www.hnbgu.ac.in](http://www.hnbgu.ac.in)

## **MANUAL-11**

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

#### **The Budget Allocated to each of its Agency, Indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursements made**

The budget for every financial year to each of the Departments, Offices, and Schools are allocated as per the recommendations of the Finance Committee and final allocation approved by the U.G.C. The details for budget allocation are available in printed form in the finance section of the University. All the Plan of budget, expenditure, reports, statements etc, is also prepared by this section.

The relevant information is available on the Link : <https://www.hnbgu.ac.in/annual-report-accounts>

**Note:-**The detailed information about Finance is available on the official website of the University, [www.hnbgu.ac.in](http://www.hnbgu.ac.in)

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## **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**

Hemvati Nandan Garhwal University does not have any subsidy Programme, only concession to the students travelling through train are provided train fare concession certificate. This certificate is provided Dean Students Welfare.

The relevant information is available on the Link <https://www.hnbggu.ac.in/admission-prospectus>

**Note:-**The detailed information about Prospectus for students is available on the official website of the University, [www.hnbggu.ac.in](http://www.hnbggu.ac.in) under the head Prospectus.

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

**Particulars of Recipients of Concessions, Permits or Authorizations Granted by it**

This manual is **not applicable** for the University as the University does not issue any concessions/permits/authorization.

## **MANUAL - 14**

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

#### **Details in Respect of the Information, Available to or held by it, Reduced in an Electronic form**

The information available in electronic forms is:-

- Central Universities Act-2009
- Statutes and Ordinances.
- Information regarding admissions in various UG & PG courses offered by the University, in the form of prospectus along with Admission form.
- Examination forms & entrance examination forms for various UG & PG courses offered by the University.
- Results of different entrance exams and Results of exams of various UG & PG Courses offered by the University.
- Information regarding various faculties or schools.
- Information of different Departments.
- Information regarding Central Library.
- Information regarding Alumni and placement.
- Information regarding vacant positions and last advertisement.
- Information regarding tenders and quotations.
- Information regarding notifications and circulars issued by the University
- Information regarding handbooks and various kinds of forms.
- Information regarding Sports and Co-curricular activities.
- Information regarding approved hospitals of the University
- Information regarding telephone directory.
- Information regarding minutes of finance committee.
- Information regarding minutes of executive council.
- Information regarding minutes of academic council.
- Information regarding minutes of admission committee.
- Information regarding IQAR and minutes of IQAC meetings.

**Note:-The detailed information of aforesaid are available on the official website of the University, [www.hnbggu.ac.in](http://www.hnbggu.ac.in)**

## 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.hnbgu.ac.in](http://www.hnbgu.ac.in) and [www.entrance.hnbguedrp.in](http://www.entrance.hnbguedrp.in)
- Notice boards at the Departments, Faculties, various offices of the University.
- Prospectus/Brochures of various courses run by the respective Departments/Schools of the University. However, Prospectus is generally a priced publication.
- Office of the Dean, Students' Welfare, HNB Garhwal University, New Delhi. • Dedicated counters at the Examination Office of the University which deals with examination related matters.
- Information for the general public is disseminated occasionally through press releases, advertisements etc. These information are available on the University website: [www.hnbgu.ac.in](http://www.hnbgu.ac.in) and [www.entrance.hnbguedrp.in](http://www.entrance.hnbguedrp.in)
- The Outreach Programme, HNB Garhwal University has a twofold objective: (a) To organize events, this might be of interest to the wider community within the University. (b) To collaborate with others to reach out to the most disempowered and disenfranchised sections of society.

The information about the above is sent out through notices/pamphlets, e-mails and by uploading the information on the website.

Besides this information regarding a particular cell, section, department etc. can be accessed from the respective cell, section, departments which are mentioned in Manuals-3 and Manuals-5.

**Note:-** The detailed information about aforesaid are available on official website of the University, [www.hnbgu.ac.in](http://www.hnbgu.ac.in) and [www.entrance.hnbguedrp.in](http://www.entrance.hnbguedrp.in)

# MANUAL-16

## Section 4(1)(b)(xvi)

### The Names, Designations and other Particulars of First Appellate Authority, Central Public Information Officers and Assistant Central Public Information Officers

Under section Section-4(1)(b) of Right to Information Act-2005, following officers of the University are designated as First Appellate Authority (FAA), Central Public Information Officers (CPIOs) & Assistant Central Public Information Officers (ACPIOs) by the competent authority of Hemvati Nandan Bahuguna Garhwal University:-

S. No.	Designation	Name	Contact No.
1	First Appellate Authority (FAA)	Prof. Y.P. Sundriyal	9412079912
2	The Registrar/Central Public Information Officer (CPIO)	Dr. Ajay Kumar Khanduri	9868111961
3	Transparency Officer/CPIO	Prof. Indoo Khanduri	9411355018
4	Nodal Officer RTI/ CPIO	Sh. H.M. Azad	9412079098
5	Asstt. Nodal Officer RTI/CPIO	Sh Arvind Kumar	8449382041
6	Finance Officer/CPIO	Dr. A.K. Mohanty	9456769647
7	Controller of Exam/CPIO	Prof. (Dr) Arun Singh Rawat	9411157883
8	Director, B. Gopal Reddy (BGR) Campus,Pauri/CPIO	Prof. R.S. Negi	9411532413
9	Director, Swami Ram Tirth (SRT) Campus, Badshahithaul, Tehri/CPIO	Prof. A.A. Bourai	8755551936
10	Director, Chauras Campus/ CPIO	Prof. Dinesh Saklani	9412922500
11.	Dean, Student Welfare/ CPIO	Prof. P.S. Rana	9412079867
12	University Proctor/CPIO	Prof. B.P. Naithani	9639365588
13	Dean, School of Arts, Communication and Languages/CPIO	Prof. Mirdula Jugran -	9634544789
14	Dean, School of Agriculture and Allied Sciences/ CPIO -	Prof. J.S. Chauhan-	9412079499

15	Dean, School of Commerce/ CPIO	Prof. V.C. Sharma	9412115653
16	Dean, School of Earth Sciences/ CPIO	Prof. R.S. Rana	9412079723
17	Dean, School of Education/ CPIO	Prof. Rama Maikhuri	9411104462
18	Dean, School of Engineering & Technology/Central Public Information Officer (CPIO)	Prof. Y.P Raiwani	9557792699
19	Dean, School of Humanities and Social Sciences/ CPIO	Prof. R.N. Gairola	9412921384
20	Dean, School of Law/ Central Public Information Officer (CPIO)	Prof. A.K. Pandey	9412141343
21	Dean, School of Life Sciences/ CPIO	Prof. A.K. Dobriyal	9412960687
22	Dean, School of Management/ CPIO	Prof. S.K. Gupta	9412033460
23	Dean, School of Sciences/ CPIO	Prof. R.C. Dimri	9412965058
24	HOD Forestry/ CPIO	Prof. A.K. Negi	9410537179
25	HOD HAPPRC/ CPIO	Prof. M.C. Nautiyal	9411154648
26	HOD Horticulture/ CPIO	Dr. Deepak Rana	9412137680
27	HOD Rural Technology/ CPIO	Prof. R.S. Negi	9412079426
28	HOD Seed Science & Technology/ CPIO	Prof. J.S. Chauhan	9412079499
29	HOD Chemistry/ CPIO	Prof. D.S. Negi	9412029934
30	HOD Home Science/ CPIO	Prof. Rekha Naithani	9997432289
31	HOD Mathematics/ CPIO	Prof. M.S. Rawat	9412913060
32	HOD Physics/ CPIO	Prof. U.C. Upadhyay	7060580991
33	HOD Pharmaceutical Science/ CPIO	Dr. Abdul Faruk	9456348123
34	HOD Statistics/ CPIO	Prof. O.K. Belwal	9412033268

35	HOD Commerce/ CPIO	Prof. V.C. Sharma	9412115653
36	HOD Defence and Strategic Studies/ CPIO	Dr. D.K. Pandey	9410197792
37	HOD Geology/ CPIO	Prof. D.S. Bagri	9918201999
38	HOD Geography/ CPIO	Prof. Mahavir Singh Negi	9412079666
39	HOD Education/ CPIO	Prof. Rama Maikhuri	9411104462
40	HOD Naturopathy & Yoga/ CPIO	Dr. Anuja Rawat	8053347946
41	HOD Instrumentation Engineering/ CPIO	Prof. N.S. Panwar	9412079520
42	HOD Drawing & Painting/ CPIO	Dr. D.S. Bisht	9412079760
43	HOD Centre for Journalism & Mass Communication/ CPIO	Dr. Sudhansu Jayaswal	9412029886
44	HOD English/ CPIO	Prof. Shakuntla Rauthan	9412965956
45	HOD Physical Education/ CPIO	Dr. Mukul Pant	9411472784
46	HOD Music/ CPIO	Dr. Asha Krishan Pandey	9411359621
47	HOD Sanskrit/ CPIO	Prof. Vineet Ghildiyal	9412079001
48	HOD Anthropology/ CPIO	Prof. H.B.S. Chauhan	9412079420
49	HOD History including Ancient Indian History Culture & Archaeology/ CPIO	Prof. R.C. Bhatt	9411109616
50	HOD Philosophy/ CPIO	Prof. M.K. Singh	9412115114
51	HOD Political Science/ CPIO	Prof. Rakesh Kala	9412961247
52	HOD Psychology/ CPIO	Prof. Manju Pandey	9410127589
53	HOD Sociology/ CPIO	Prof. Kiran Pandey	9412114861
54	HOD Botany & Microbiology/ CPIO	Prof. C.M. Sharma	9412079937

55	HOD Zoology/ CPIO	Prof. Prakash Nautiyal	9411598191
56	HOD Biotechnology/ CPIO	Dr. Pooja Saklani	9412985323
57	HOD Business Management/ CPIO nt	Dr. Arvind R. Gajakosh	9690054245
58	HOD Centre for Mountain Tourism & Hospitality Studies/ CPIO	Prof. S.K. Gupta	9412033460
59	HOD Environmental Science/ CPIO	Dr. R.K. Maikhuri	94120392632
60	HOD (Adult Continuing Education Extn)/ CPIO	Prof. Rama Maikuri	9411104462
61	Chief Vigilance Officer/ CPIO	Prof.R.C. Singh Kunwar	9058140132
62	Senior Superintendent, Birla Campus (All Exams)/CPIO	Prof.Vibha Mukesh	9411585409
63	Chief Hostel Warden/CPIO	Prof. Deepak Kumar	8650050639
64	Deputy Chief Hostel Warden/CPIO	Dr. Anuja Rawat	8053347946
65	University Librarian/ CPIO	Dr. M.S. Rana	9412058290
66	Director, Internal Quality Assessment Cell (IQAC)	Prof. R.C. Sundriyal	9412094046
67	Incharge Officer, Sports Board/CPIO	Dr. Surender Singh Bist	9412032093
68	Coordinator, Remedial Coaching Centre & Liaison Officer SC/ST/CPIO	Prof. Monika Gupta	9412081466
69	Director, Carrier Counselling Cell/CPIO	Prof. S.K. Gupta	9412033460
70	Coordinator, Entrance Exam/ CPIO	Prof. R.C. Bhatt	9411109616
71	Director, Faculty Development Centre, PMMMNMTT/CPIO	Prof. Indoo Khanduri	9411355018
72	Coordinator, Centre for distance Education, IGNOU/CPIO	Prof. Rama Maikhuri	9411104462
73	Coordinator, National Service Scheme (NSS)CPIO	Prof. O.K. Belwal	9412033268



74	Nodal Officer & Chair Person, Cell for Combating Women Harassment/CPIO	Prof. Monika Gupta	9412081466
75	Coordinator, Women Studies Centre/CPIO	Prof. Himanshu Bourai	9412320148
76	Nodal Officer, Student Grievance and Redresses/ CPIO	Dr. M.S. Panwar	9412079068
77	Coordinator, Data Processing Unit/ CPIO	Prof. M.S. Rauthan	9412032232
78	Coordinator, Raj Bhasha Hindi Cell/ CPIO	Dr. Guddi Bist	9412356344
79	NCC Officer/ Central Public Information Officer/ CPIO	Dr. S.S. Bisht	9412032093
80	Incharge System Manager, Computer Centre/ CPIO	Sh. Pradeep Mall	9411110222
81	Joint Registrar (Finance)/CPIO	Dr. A.K. Mohanty	9456769647
82	Deputy Registrar (Academic/Research/ Store & Purchase)/CPIO	Sh H.M. Arora	9412079095
83	Deputy Registrar (Affiliation/Admin)/CPIO	Sh. H.M. Azad	9412079098
84	Deputy Registrar (Exam)/CPIO	Sh Aniz-Uj-Zaman	9412079054
85	Deputy Registrar (Legal/Administration Non Teaching)/CPIO	Dr. Sanjay Dhyani	8923023300
86	Assistant Registrar (Affiliation/Academic /Research)/RCC Cell/CPIO	Dr. Sanjay Kumar Chamoli	9412947804
87	Assistant Registrar (Exam/Entrance Cell/RTI)/CPIO	Sh Arvind Kumar	8449382041
88	Assistant Registrar (COE, Store & Purchase) /CPIO	Sh. P.S. Kaithait	9412115082
89	Assistant Registrar (Legal/Administration) /CPIO	Sh. Mohan Singh Bist	9411741222
90	Assistant Registrar (Finance)/CPIO	Dr. Vijaypal Singh Bhandari	9411390895
91	Executive Engineer/ CPIO	Sh. V.N. Bahuguna	9411109898
92	Assistant Engineer, Civil/ CPIO	Sh. Dev Prakash Nautiyal -	9412947897

93	Assistant Engineer, Civil/ CPIO	Sh. Mahesh Dobhal	9412030139
94	Assistant Engineer, Electrical/ CPIO	Sh. Naresh Khanduri	8859012266
95	Public Relation Officer/CPIO	Sh. Ashutosh Bahuguna	9412079898
96	Security Inspector/ACPIO	Sh. Hem Joshi	9410995108
97	Junior Engineer, Electrical/ ACPIO	Sh. Rajendra Prasad	9627679683
98	Section Officer (Admin)/ACPIO	Sh. Jayanti Prasad	7830222446
99	Section Officer (Academic)/ACPIO	Sh. Ramesh Nirala	9997608692
100	Section Officer (Exam)/ACPIO	Sh. Veer Singh. Negi	9410970168
101	Section Officer (Degree)/ACPIO	Sh. Digmohan Negi	7500020080
102	Section Officer (Maintenance Division)/ACPIO	Sh. Harish Joshi	9412982084
103	Section Officer (HAPPRC)/ACPIO	Sh. Kuldeep Rawat	9410127055
104	In-Charge, University sub Office, Dehradun/ ACPIO	Sh. Arvind Pundir	9412382797

**Meanwhile, the UDCs, LDCs, Technical and other employees working in the respective Department, Section or Cell of the University shall be Deemed Assistant Central Public Information Officers (ACPIOs).**

Links: <https://www.hnbggu.ac.in/right-to-information> and  
<https://www.hnbggu.ac.in/rti-list-of-officers>

## MANUAL-17

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

#### **Such other Information as may be Prescribed**

1. The person seeking information may apply on a plain paper giving particulars of information being sought, his/her signature and correct address for communication
2. A request for obtaining information under sub-section-(1) of Section-6 shall be accompanied by an application fee of rupees ten by way of cash receipt from Cash Counter of HNB Garhwal University or by demand draft or bankers' cheque or Indian Postal Order payable to Registrar/CPIO, HNB Garhwal University, Srinagar(Garhwal), Uttarakhand, India.
3. For providing the information under sub-section-(1) of Section-7, the fee shall be charged byway of cash against proper receipt or by demand draft of bankers cheque or Indian Postal Order payable to Registrar/CPIO, HNB Garhwal University, Srinagar (Garhwal), Uttarakhand, India at the following rates:
  - (a) Rupees two for each page (in A4 or A3 size paper) created or copied;
  - (b) Actual charges or cost price of a copy in larger size paper
  - (c) Actual cost or price for samples or models; and
  - (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).
4. For providing the information under sub-section-(5) of Section-7, the fee shall be charged byway of cash against proper receipt or demand draft or bankers cheque or Indian Postal Order payable to Registrar/CPIO, HNB Garhwal University, Srinagar(Garhwal), Uttarakhand, India at the following rates:
  - (a) For information provided in diskette/CD or floppy, rupees fifty per diskette/CD or floppy.
  - (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy of extracts from the publications.

Links : <https://www.hnbgu.ac.in/ordinances> and  
<https://www.hnbgu.ac.in/annual-report-accounts>