

# **INFORMATION**

**Under**

**Right to Information Act 2005**

**Ch. Charan Singh University,  
Meerut.**

## **INTRODUCTION**

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

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

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Chaudhary Charan Singh University, Meerut and related information.

This Information contains 17 Points.

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

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

##### **Objectives:**

- To develop and maintain the educational institutions under the Ch. Charan Singh University dedicated to organisation, conduct and promotion of educational pursuits for undergraduate and post-graduate studies.
- To initiate, sustain and promote research in the various faculties of studies in the University
- To undertake endeavours calculated to subserve the above objects.

##### **Vision & Mission Statement**

The Chaudhary Charan Singh University, Meerut aims at developing into an institution dedicated to the excellence in teaching and research and to promote among its students as well as faculty members genuine scholarship.

**Vision : “To produce such professionals who have global competence, vision, and skills as are necessary to meet the challenges of emerging global knowledge economy, by the power of innovation, creativity and efficient learning ability.”**

**Mission : “To emerge among the top ten universities in India within next ten years through defining, implementing and operating dynamic-academic, administrative and functional processes, for optimal use of available resources.”**

The University aims at making learning experience comfortable and interesting in its pursuit and rigorous in its content and curricula. The University also looks forward to expand the facilities to ensure larger reach-out without compromising its standards.

## Brief history

**Chaudhary Charan Singh University** (formerly, Meerut University) was established in 1966, to cater to the needs of higher education in western Uttar Pradesh. The University celebrated its silver jubilee in 1991. Presently, it is one of the premier educational institutions of the country encompassing a vast, beautiful and pollution-free campus which sprawls over 222 acres of land having vast playgrounds and experimental fields, botanical garden, rose garden with life-size statue of the late Prime Minister Ch. Charan Singh, Gymnasium, Indoor Stadium, well equipped Library, Hostels for both girls and boys, Administrative Block, Spacious Auditorium, Guest House, Community Center, Medical Center, Residential Quarters for faculty members and employees, Canteen, Bank and Post office. The teaching department belonging to different faculties, are housed in spacious buildings and have well-equipped laboratories and advanced facilities. The University also has a separate engineering college, which is currently offering courses leading to B.Tech. degree in several different branches of engineering.

Initially, the M.Phil and Ph.D. programmes were started in 1969 taking credit of becoming first University in the country to introduce M.Phil. programme. In 1973, Post Graduate level courses were also introduced with the modernized syllabi. Since then, the University has been progressing at a steady rate. During the VIII five years plan, introduction of self-financed courses keeping in pace with the changing demands of the society and also for human resources development, were planned. Now, there are five faculties with 22 UGC sponsored and 35 self-financed/job oriented courses being run in the campus. 252 professional colleges/institutions 109 colleges and one constituent college are affiliated to Chaudhary Charan Singh University.

Under the able leadership of the Vice Chancellor, Professor S.K. Kak, a renowned innovative technologist and an established committed academic administrator, the university is offering a large number of new and innovative post-graduate, under-graduate, diploma, advanced diploma and postgraduate diploma courses under self-financed scheme in areas of Agricultural Sciences, Humanities, Social Sciences, Journalism, Mass Communication and Multimedia Techniques, Earth Sciences, Teacher and Physical Education, Fine Arts, Legal Studies, Applied Sciences, Home Science, Business Studies, Geographical Information System (GIS) and Remote Sensing.

A distinct feature of the academic program is the semester system and continuous evolution of the students through quizzes, tests and seminars. The academic program exposes the students to practical aspects through computer labs, seminars, group discussions and lectures of experts invited from other institutions. The recognition of the university is due to the efforts of well-qualified and committed faculty members who have been providing quality education to postgraduate, M.Phil. and Ph.D. students. The University has also made a mark in the field of sports, and our students are second to none in their achievements.

The University has always been proud of its alumni who are occupying high positions of great responsibilities and distinction in educational and research institutions in India and abroad as well as administrative positions in the industries, defense and civil services. The success of the students of the university in NET, GATE, ARS, GRE and other examinations such as civil and administrative services etc. speak of the standard and quality of education provided by the university. The research activities in the various departments of the university are supported by grants in the form of research projects sanctioned by UGC, DBT, DST, ICAR, AICTE, UPSTC, CSIR and other funding agencies of the central and state governments.

### **Duties of the University:**

To conduct academic programmes for the preparation of under-graduate and post-graduate examinations in various faculties available in the University, and to undertake activities that are contributory to this object.

## **Main activities/functions of the University include :**

- To conduct research in various branches of learning available in the University.
- To conduct designated courses and examinations and facilitate students.
- To undertake various activities so as to supplement the efforts of research and teaching for various degrees and diplomas. This would also include cooperation with other Universities/other institutions/other bodies.
- To establish specific centres for specialized studies in any branch of learning.
- To take action for institution, maintenance and extension of awards, fellowships, scholarships, prizes etc.
- To maintain colleges.

## **Services being provided by the University:**

The University does not provide service as interpreted for the purpose of service tax. However, it facilitates the following:

- The University offers facilities for pursuing under-graduate courses in arts, science, commerce, engineering, medical, law, education and fine arts through its affiliated Colleges/Institutes.
- The University offers facilities for pursuing post-graduate courses and research in arts science, commerce, engineering, medical, law, education and fine arts through its affiliated Colleges/Institutes, campus departments.
- The University may undertake various research/special studies/projects especially financed for this purpose by external agencies/bodies other than the Chaudhary Charan Singh University, Meerut.

## **Organizational and Administrative chart: As indicated in Annexure I and II.**

### **Expectation of the University from the public for enhancing its effectiveness and efficiency:**

The University expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the University.

### **Arrangements and methods made for seeking public participation/contribution:**

Public involvement in the affairs of the University is through nomination of people in the Executive Council.

### **Mechanism available for monitoring the service delivery and public grievance resolution.**

- Management of the various activities of the University are supervised by the Vice-Chancellor and through the designated authorities and procedure. Monitoring of the affairs of the University is through the AC/EC.

### **Address of the University.**

Office of the Vice-Chancellor, Administrative Building, Ch. Charan Singh University, Meerut  
Office of the Pro-Vice-Chancellor, Administrative Building, Ch. Charan Singh University, Meerut  
Office of the Dean Student Welfare, Ch. Charan Singh University, Meerut  
Office of the Proctor, Ch. Charan Singh University, Meerut  
Office of the Registrar, Administrative Building, Ch. Charan Singh University, Meerut

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

Office hours: 10.00 a.m. to 5.00 p.m. (Monday to Saturday)

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

### **Powers and duties of the officers and employees:**

The Vice-Chancellor is the principal academic and executive officer of the University. He is responsible for appropriate administration, organization, instruction and management of affairs of the University.

Powers of other authorities like the Executive Council, the Academic Council, the Finance Committee and the Faculties are specified in Section of The University Act, and Statutes respectively.

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

### **Procedure followed to take a decision on various matters:**

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

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

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

Norms and standards for various activities of the University are set by the competent authority such as EC/AC.

**The Executive Council (EC)**, has the power of management of the revenue, property and all administrative affairs of the University.

**Academic Council (AC)** is the academic body of the University. 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.

**Admission Committee** has the powers to develop & decide the rules & regulations related to the admission to the various regular and self financed courses of the University and resolve related matters.

**Examination Committee** has the powers to develop & decide the rules & regulations related to the examination of various regular and self financed courses of the University and resolve related matters.

**The University Court** has the power 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; To consider and pass resolutions on the annual report and annual accounts of the University and the audit report thereon;

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

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

- Statutes of the Chaudhary Charan Singh University, Meerut as contemplated in Section of the U.P. University Act, 197
- Ordinance of the University as contemplated under Section of the
- Regulations/instructions for admission regarding all the courses (under-graduate/postgraduate/research), courses of studies
- University Non-teaching Employees (Terms & Conditions of Service) Rules, 1973

- Various rules/instructions concerning personnel management for the teaching and non teaching staff working in the University
- Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff

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

#### **Official documents and their availability:**

- Minutes of the Executive Council and Academic Council printed and published from time to time.\*
- Various admission brochures and annual reports.
- University Annual Calendar
- Annual Report of the University\*
- Certified Annual Accounts\*
- Audit reports\*

\* There is a time lag between the approved versions and their printed versions.

Note: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the election committees and minutes of the University Court/EC/AC until these are printed, will remain confidential and not available in the public domain.

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

#### **Mode of public participation:**

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

(a) The Executive Council has the following representations from the public :

- Four persons nominated by the Chancellor (Hon'ble Governor of U.P.) representing different fields of the Society.

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

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

- Executive Council as provided in Chapter III of the University Statutes
- University Court as provided in Chapter IV of the University Statute
- Academic Council as provided in Chapter V of the University Statutes
- Finance Committee as provided in Chapter VI of the University Statute
- Faculties as provided in Chapter VII of the University Statute
- Departments as provided in Chapter VII of the University Statute
- Research Degree Committee (Sciences, Arts, Medical Sciences, Law, Music, Technology, Inter-disciplinary and Applied Sciences) as provided in Ordinance of the University.

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

#### **Directory of officers and employees:**

It is available on University Website [www.ccsuniversity.ac.in](http://www.ccsuniversity.ac.in).

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

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

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission, U.P. State Government and adopted by the University.

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

#### **Budget allocated to each agency:**

The budget and the financial estimates are as approved by the Finance Committee and presented before the University Executive Council.

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

#### **Manner of execution of subsidy programmes:**

Not applicable to the University.

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

#### **(a) Concessions granted by the University:**

Various concessions that are available to various categories of students in admission to various courses are given in the Brochure of Information.

The reservations may vary with any decision taken by the University or directions from the State Government of U.P.

Details of such concessions are available in the admission brochures for respective courses of faculties/colleges.

#### **(b) Concessions availed by the University:**

The University does not avail any concessions.

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

#### **Information available in electronic form:**

All the information as well as the University Calendar and relevant rules of the University are available on the University website – [www.ccsuniversity.ac.in](http://www.ccsuniversity.ac.in)

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

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

Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the Website – [www.ccsuniversity.ac.in](http://www.ccsuniversity.ac.in)

Some of the publications (Different University forms as for Affiliation, Research etc., syllabus of various courses offered in the University/Colleges etc.) are priced and can be obtained by paying the stipulated amount.

Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the University website – [www.ccsuniversity.ac.in](http://www.ccsuniversity.ac.in)

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

**Public Information Officer - Registrar**, Chaudhary Charan Singh University, Meerut, (Presently Shri V.K. Sinha) Phone : 0121-2763539

**Appellate Authority – Vice-Chancellor**, Chaudhary Charan Singh University, Meerut, (Presently Prof. S. K. Kak) Phone : 0121-2760554

## **Other information**

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

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the Chaudhary Charan Singh University, Meerut. For the time being the rates are as follows:

- (i) Rs. 2/-per page of A-4 or A-5 size.
- (ii) Actual cost for sizes bigger than A-4 or A-5.
- (iii) In case of printed material, the printed copies could be had from the University sales counter on payment.
- (iv) In case of photo copies, the rate would be Rs. 2/-per page.
- (v) If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/-per disk/floppy.
- (vi) Admissible records may be allowed to be inspected on payment of Rs. 50/-per hour or part thereof, before the date and time of inspection of the same.

A major portion of the information will be available from the University Brochure, Calendar and other rules as applicable to the University from time to time and printed syllabi for various courses. Some of these are available on the website of the University.



**Annexure –I**

Organisation Structure of Chaudhary Charan Singh University, Meerut

Chancellor  
Vice-Chancellor  
Executive Council  
Academic Committee  
Finance Committee  
Faculties Departments

**Annexure –II**

Administrative Set-up of Chaudhary Charan Singh University, Meerut

Vice-Chancellor  
Pro-Vice-Chancellor Director  
Registrar  
Finance Officer  
Deputy Registrars  
Assistant Registrars  
Deans of Faculties  
Heads of Departments  
Assistant Registrars (A/C)  
Assistant Engineer  
Junior Engineers  
Deputy Librarians  
Assistant Librarians  
Proctor  
Assistant Proctors  
Dean Students' Welfare  
Chief Warden  
Assistant Wardens