

अध्याय 2

सूचना का अधिकार और लोक
प्राधिकारियों की बाध्यताएं

3. सूचना का अधिकार.— इस अधिनियम के उपबंधों के अधीन रहते हुए सभी नागरिकों को सूचना का अधिकार होगा।

4. लोक प्राधिकारियों की बाध्यताएं.— (1) प्रत्येक लोक प्राधिकारी—

(क) सम्यक् रूप से सूचीपत्रित और अनुक्रमणिकाबद्ध अपने अभिलेख ऐसी रीति से और प्ररूप में रखेगा जो इस अधिनियम के अधीन सूचना के अधिकार को सुकर बनाये और यह सुनिश्चित करेगा कि सभी अभिलेख जो कम्प्यूटरीकृत किये जाने के लिए समुचित हों, युक्तियुक्त समय के भीतर और संसाधनों की उपलब्धता के अधीन कम्प्यूटरीकृत किये जाते हैं और विभिन्न प्रणालियों से पूरे देश में नेटवर्क के माध्यम से जोड़े जाते हैं जिससे ऐसे अभिलेखों तक पहुंच सुकर हो जाये;

(ख) इस अधिनियम के अधिनियमन से एक सौ बीस दिन के भीतर —

(i) अपने संगठन की विशिष्टियां, कृत्य और कर्तव्य;

(ii) अपने अधिकारियों और कर्मचारियों की शक्तियां और कर्तव्य;

(iii) विनिश्चय करने की प्रक्रिया में अपनायी जाने वाली प्रक्रिया जिसमें पर्यवेक्षण और जवाबदेही की प्रणाली सम्मिलित है;

(iv) अपने कृत्यों के निर्वहन के लिए उसके द्वारा स्थापित सन्नियम;

(v) अपने द्वारा रखे गये या उसके नियंत्रण के अधीन के या उसके कृत्यों के निर्वहन के लिए उसके कर्मचारियों द्वारा प्रयुक्त नियम, विनियम, अनुदेश, नियमावलियाँ और अभिलेख;

(vi) अभिलेखों के प्रवर्गों का विवरण जो उसके द्वारा या उसके नियंत्रण के अधीन रखे जाते हैं;

(vii) किसी ऐसे इन्तजाम की विशिष्टियां जो उसकी नीतियों के बनाये जाने या उनके क्रियान्वयन के संबंध में जनता के सदस्यों से परामर्श या उनके द्वारा अभ्यावेदन के लिए विद्यमान हो;

(viii) अपने भाग के रूप में या उसे सलाह देने के प्रयोजन के लिए गठित दो या अधिक व्यक्तियों से मिलकर बने बोर्डों, परिषदों, समितियों और अन्य निकायों का और इस बारे में कि आया उन बोर्डों, परिषदों, समितियों और अन्य निकायों की बैठकें जनता के लिए खुली हैं या ऐसी बैठकों के कार्यवृत्त जनता की पहुंच में हैं, विवरण;

- (ix) अपने अधिकारियों और कर्मचारियों की निदेशिका;
- (x) अपने विनियमों में यथा-उपबंधित प्रतिकर प्रणाली को सम्मिलित करते हुए अपने प्रत्येक अधिकारी और कर्मचारी द्वारा प्राप्त मासिक पारिश्रमिक;
- (xi) सभी योजनाओं, प्रस्तावित व्ययों की और किये गये संवितरणों की रिपोर्टों की विशिष्टियां उपदर्शित करते हुए अपनी प्रत्येक एजेन्सी को आवंटित बजट;
- (xii) सहायकी कार्यक्रमों के निष्पादन की रीति, जिसमें आवंटित रकम और ऐसे कार्यक्रमों के हिताधिकारियों का ब्यौरा सम्मिलित है;
- (xiii) अपने द्वारा दी गयी रियायतों, परमितों या प्राधिकारों के प्राप्तकर्ताओं की विशिष्टियां;
- (xiv) उसको उपलब्ध या उसके द्वारा धारित सूचना, जो इलैक्ट्रॉनिक रूप में रखी गयी हो, के बारे में ब्यौरा;
- (xv) सूचना प्राप्त करने के लिए नागरिकों को उपलब्ध सुविधाओं की विशिष्टियां जिनमें पुस्तकालयों या अध्ययन कक्षों, यदि जनता के उपयोग के लिए रखे जाते हैं, का कार्यसमय सम्मिलित है;
- (xvi) लोक सूचना अधिकारियों के नाम, पदनाम और अन्य विशिष्टियां;
- (xvii) ऐसी अन्य सूचना, जो विहित की जाये,

प्रकाशित करेगा और तत्पश्चात् इन प्रकाशनों को प्रतिवर्ष अद्यतन करेगा;

(ग) महत्वपूर्ण नीतियों या विनिश्चयों से संबंधित सभी सुसंगत तथ्य, जो जनता को प्रभावित करते हैं, ऐसी नीतियां बनाते या विनिश्चयों की घोषणा करते समय प्रकाशित करेगा;

(घ) अपने प्रशासनिक या न्यायिकल्प विनिश्चयों के कारण उनको देगा जो ऐसे विनिश्चयों से प्रभावित हों।

(2) प्रत्येक लोक प्राधिकारी, इन्टरनेट को सम्मिलित करते हुए संचार के विभिन्न साधनों के माध्यम से नियत अन्तरालों पर जनता को स्वप्रेरणा से यथाशक्य सूचना देने के लिए उप-धारा (1) के खण्ड (ख) की अपेक्षाओं के अनुसार कदम उठाने का सतत प्रयास करेगा जिससे जनता को सूचना प्राप्त करने के लिए इस अधिनियम के उपयोग का कम से कम सहारा लेना पड़े।

(3) उप-धारा (1) के प्रयोजनों के लिए प्रत्येक सूचना व्यापक और ऐसे प्ररूप में और रीति से प्रसारित की जायेगी जो जनता की आसान पहुंच में हो।

INFORMATION UNDER SECTION-4 OF THE RTI ACT, 2005

1. Information Under Section-4 (1) (a):-

The University has updated all its records in proper manner to facilitates the right to information under the RTI Act 2005 and tried to computerize the record and to connect with the Network of the country for accessing to search records. Information is available on University Website www.uniraj.ac.in.

2. Information Under Section-4 (1) (b)(i):-

Particulars of its organisation, function and duties

PREAMBLE:-

University of Rajasthan is a vibrant community of scholars who in the service of country. The University of Rajasthan is the oldest institution of higher learning in Rajasthan. It was established on 8th January 1947, as the University of Rajputana with the main objective of disseminating knowledge and catering to the needs of the students of Rajasthan. In the year 1956, the Rajputana University was renamed as the University of Rajasthan. University has kept pace with global trends in the field of higher education and at the same time taken care to incorporate national and regional concerns. It is the endeavour of our university to constantly strive for best practices in teaching and research.

Most of the University Departments have modernised their infrastructure. Our Science Departments have received financial assistance under the first programme of Department of Science and Technology (DST). The DST has identified fourteen Universities for excellence in research in science and ours is one of them.

In accordance with the directives of the UGC, the semester scheme will be implemented for the post Graduate Programmes from this session (2012-13).

University of Rajasthan is a multi-faculty University and is recognized under 2f and 12B of U.G.C since its inception. It has 36 post graduate Departments, 18 recognized Research Centres, 7 constituent colleges and 866 affiliated colleges spanning 7 districts. The location of University is Urban and its Central Campus is spread over 285.50 acres situated at JLN Marg, Jaipur and the satellite campus, comprising the constituent Colleges, is spread over 149.53 acres.

The University offers a rich diversity of Courses.

The Goals and Objectives

- ❖ Excellence in Education and Research
- To create, preserve and disseminate knowledge
- To impart higher education with quality and social relevance
- To inculcate amongst students a sense of discipline and dedication
- To pursue high quality research in diverse fields
- To give priorities to studies concerning problem in national economy, social development and defence
- To emphasis interdisciplinary research
- To establish academic links and scientific cooperation with national and inter-national institutions
- To create and strengthen infrastructure through R&D projects.

The University aims to impart higher education with quality and social relevance. It provides academic and research facilities in various stream to the students studying in University Departments, University Constituent Colleges and Affiliated colleges/Institutions. University of Rajasthan offers 37 programs in Ph.D., 20 Courses in M.Phil. and 48 courses in Master Degree and Bachelor Degree Courses. Besides focusing on dissemination of knowledge and search for

excellence in teaching and research, the university prepare the students as good future Citizens and endeavours to inculcate amongst them a sense of discipline and dedication. The University is transforming its curricular activities keeping in view the recent trends of development.

The University generates cost effective resources to achieve financial self sufficiency. Self financing courses are offered both at U.G. and P.G. level. Being both teaching and affiliating University, It ensures equitable distribution of facilities for higher education in different part of the state under its jurisdiction.

Science and Engineering Research Council of the Department of Science and Technology, Government of India, on the basis of publication, citations and H-index of the published research paper of the Science Departments between the period 1996-2006, has selected 35 institutions out of nearly 450 institutions in the country. Of these 14 are Universities and the University of Rajasthan is one of them.

The Teaching Units

The University of Rajasthan consists of the following components:

- (a) Constituents Colleges
- (b) Post Graduate Teaching Departments, and
- (c) Institutes/Centres

(a) Constituents Colleges

Undergraduate teaching is imparted in the 7 Constitutes Colleges of the University, by the teaching faculty appointed in the University Post Graduate Department:

- (i) University Commerce College
- (ii) University Five Year Law College
- (iii) University Law College
- (iv) University Law College Centre-II
- (v) University Maharaja College
- (vi) University Rajasthan College

Looking to the needs and demands of students, the University started evening courses at Rajasthan College and Commerce College on self- financing basis.

All the Constitutes Colleges provide library and NSS programmes. Besides these, the colleges organize seminars, workshop, lectures and discussions to strengthen academic inputs.

(b) The P.G. Teaching Departments

37 P.G. Teaching Departments are in existence in faculties of Arts, Science, Social Science, commerce, Law, Management, Fine Arts, Education and Library Science. Admissions to the P.G. Courses offered are based on entrance tests and merit. Some of the P.G. Departments run need based self-financing courses also. Many eminent scholars have been teachers at the P.G. Departments. The well known personalities Include: Professors Raja Chelliah, Raj Krishna, L.S.Ramaswami, C.V. Subarmaniam, M.V. Mathur, N. Chandra, Yogendra Singh, G. Ranganathan, Satish Chandra, Dayakrishna, Om Prakash, Iqbal Narain, G.C. Pande, B.L. Saraf, S. Loknathan, S.P. Verma, C.P. Bhambhri, V.R. Mehta, Y.L. Alagh, C. Rangrajan, T.K.N. Unithan, H.L.Maheshwari etc.

Research support and Special Assistance have been made available to some Department by the U.G.C. A couple of Departments are actively engaged in innovative research, and they recognized for the FIST, COSIST, DST DADD programmes of the University Grant Commission and the DST. The Researches done by the faculty members have been in evidence by publications of articles in reputed journals. Some teachers have been honoured with international and national awards and citations.

Depending upon the disciplinary advancement needs of the students and the demands of society, syllabi have been reviewed from time to time. The process of globalization, has also prompted formation of new courses and this may go a long way in providing job to the students. Some of the new courses are follows:

(i) Five Year Course in Conversing Technologies including

- Nanotechnology
- Bioinformatics and Biotechnology
- Information and Communication Technology
- Cognitive and Neuroscience

(ii) M.Sc. Biotechnology

(iii) M.Sc. Microbiology

(iv) M.Sc. Information Technology

(v) Master and Journalism and Mass Communication

(vi) Master of Finance and Control

(vii) Master of Cost Control & Accounts

(viii) Master of International Business

(ix) Master of Human Resource Management

(x) Master of Laws in Human rights & Value Education

(xi) M.B.A. (Services)

(xii) Master of Visuals Arts

(xiii) Master of Performing Arts

(xiv) Master of Computer application

(xv) Master of Arts in Musicology and Conservation

(xvi) B.A., LL.B. Five Year Integrated Courses

(xvii) Bachelor of Computer Application

(xviii) Bachelor of Business Administration

(xix) Bachelor of Visual Arts

(xx) Bachelor of Performing Arts

University Constitutes Colleges also provide add-on job oriented courses in different areas.

(c) Specialised Research Centres

The University also provides opportunities to the deserving students and teachers to undertake research in the fields of their specialization. For this purpose, Research centres were established. These Research centre have strengthen Research, and some of them offer Mphil programme for studies.

The following centres are existence:

1. Centre for Conversing Technologies
2. Centre for Musicology and Conservation
3. Centre for Develop. of Physics Education
4. Centre for Non Conventional Energy Resources
5. Dr. Ambedkar Studies Centre
6. Indira Gandhi Centre for Human Ecology, Environmental and population Studies.
7. Centre for Gandhian Studies.
8. South Asia Studies Centre.
9. Centre for Women Studies
10. Social Science Research Centre
11. Centre for Jain Studies

12. Centre for Rajasthan Studies .
13. Centre for Water Management and Research.
14. Centre for Local Self Government
15. Centre for Nehru Studies
16. University Science Instrument Centre.
17. Budha Studies Centre
18. Jyotirvigyan Centre
19. Centre for Study of Social Exclusion and Inclusion Policies.

Teaching Learning and Evaluation

Aims of Teaching

- To develop an understanding of and skills in various modes of inquiry and of critical thinking and problem solving.
- To provide supportive environment.
- To develop and demonstrate an understanding and appreciation of the rich complexity of Human experience in term of both its convergence and divergence.
- To develop and demonstrate an informed sense of thoughtful ethical choice and concerned community involvement.
- To inspire students to explore accurate and useful knowledge.
- To expand and enrich learning of students with a view to advance knowledge.

The University allocates majority of its budget for academic programs. Students are admitted either on the basis of entrance test or merit. Many Departments and all the Constitutes Colleges have their own library in addition to the Central Library. Modern Teaching methods and teaching aids are employed for effective teaching involving blending of teaching techniques to suit specific needs of a course (interactive participation of student tutorial, Brainstorming, sessions, case studies, collaborative, learning and active learning strategy). The emphasis is given on problem solving and skills in critical thinking.

Evaluation of the students is done on an objective basis. Examiners and Co- Examiners are appointed for this purpose by the respective BOS. The method of Evaluation has undergone changes recently to accommodate new trends. Opportunity for re-evaluation is also given to the students . Question paper are set by senior faculty members and external examiners appointed by the Board of Studies. University adheres to the academic calendar and the results are declared within a month of the last examination.

Best Practices in University to impart higher education with quality Strict adherence is observed to the academic calendar formulated for each year by the academic Council.

National and International Seminars, Lectures and Workshop are regularly organized and faculty member are given all possible financial and academic backup to participate in such events at both the national and international levels. Eminent Scholars come to the University as visiting faculty.

The University examination System is now fully computerized. The results of the entrance examination are declared within 24 hours.

The University press looks after the printing requirements of the University. During the Xth plan it was modernized.

To provide a financial assistance to the needy students, a University corpus Fund has been Created.

To ameliorate the grievance of every strata of University Community a standing mechanism has been evolved wherein three separate Grievance Committees function on a continuing basis.

The University of Rajasthan has been striving with full commitment to uphold the Hand Book and to sincerely implement the rules and regulations provided there in.

Functions:-

The University is governed by the University of Rajasthan Act, 1946 and its function and duties have been defined in section 3 and 4 of the above Act. Which may be seen at Page No-2 of University Hand Book part II volume1.

The University

(1) The first chancellor, the first Pro-Chancellor and the first Vice-Chancellor of the University and the first member of the Senate, the syndicate and the Academic Council and all persons who may hereafter become such officers or members, so long as they continue to hold such office or membership, will constitute a body corporate by the name "The University of Rajasthan".

Powers of the University

The University shall have the following powers, namely:-

(1) To provide for instruction in such branches of learning as the University may think fit, and to make provision for research and for the advancement and dissemination of knowledge;

(1A) To make such provisions as would enable affiliated colleges and approved institutions to undertake specialization of studies and to organise common laboratories, libraries, museums and other equipment for teaching, instruction, training and research;

(1B) To establish, maintain and manage colleges, departments and institutes for research or specialized studies;

(2) To hold examinations and to confer degrees and other academic distinctions upon-

(a) Persons who have pursued a course of study in the University or its affiliated colleges or approved institutions and appear at and pass the examination of the University under conditions laid down in the Ordinances and Regulations.

(B) Persons who have not pursued a course of study in the University or its affiliated colleges or approved institutions, but appear at and pass the examinations of the University as non-collegiate students under such conditions as may be prescribed by the University from time to time:

Provided that such students have been residing within the State of Rajasthan for such period as may be prescribed by the University in the Ordinances and Regulations.

(C) Omitted.

(3) To confer honorary degrees or other distinctions on approved persons in the manner laid down in the Statutes;

(4) To confer degrees, diplomas and other academic distinctions on, and to provide teaching, instruction and training for external students in the manner prescribed by the Statutes, Ordinances and Regulations;

(4A) To admit colleges and institutions to the privileges of the University and to withdraw such privileges;

(5) To institute professorships, readerships and any other teaching post required by the University;

(6) To appoint persons as professors, readers or otherwise as University teachers.

(7) To inspect affiliated colleges and approved institutions and to take measures to ensure that proper standards of teaching, instructions and training are maintained in them;

(8) To supervise and control the residence and discipline of students of the University, and to make arrangements for promoting their health and general welfare;

(9) Omitted.

(10) To institute and award scholarships and other benefits in accordance with the Statutes and the Regulations;

- (11) To demand and receive payment of such fees and other charges as may be authorised by the Ordinances;
- (12) To make grants from the funds for the University for assistance to extramural teaching;
- (13) To establish and administer a University Officers' Training corps;
- (14) To co-operate with other Universities and authorities in such manner and for such purposes as the University may determine ; and
- (15) To do all other such Acts, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the university as an educational body, and to cultivate and promote the arts, science and other branches of learning.

Territorial exercise of powers

*5. The jurisdiction of the University shall extend, and all the powers conferred by or under this Act shall be exercisable in, all the University departments at Jaipur, all its constituent colleges, institutions and institutions other than the institute of Correspondence studies and all other colleges, institutions and institutes situated within the Municipal limits of Jaipur, all such colleges, institutions and institutions in the state as provide instruction in various systems of medicine, all the engineering colleges, institutions and institutions in the state except the M.B.M. engineering colleges, Jodhpur and such other colleges, institutions and institutes in the state as the state Government may, by notification in the official Gazette, direct.

6. (1) The offices of the University and the Senate Hall shall be located at Jaipur, which shall be the headquarter of the Vice-Chancellor.

(2) Omitted

3. Information Under Section-4 (1) (b)(ii):-

Powers and Duties of its officers and Employees officers of the University have been given in (Section 9, 10, 12, 13, 13A, 14 and 16 of the Act) at page 6 to 10 of the University Hand Book pt II volume I.

The Chancellor

(1) The Governor of Rajasthan shall be the chancellor of the University and shall by virtue of his office, be the Head of the University.

(2) The Chancellor shall, when present, preside at the Convocations of the University.

(2A) The Chancellor by virtue of his office, be the Chairman of the Senate and shall, when present, preside at the meetings thereof.

(3) The Chancellor shall have the right to cause an inspection to be made, by such person or persons as he may direct, of the University, its building and equipment and any institution associated with it and of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with University. The Chancellor shall in every case give notice to the University of his intention to cause an inspection or inquiry to be made and the University be entitled to be represented thereat.

(4) The Chancellor may address the vice Chancellor with reference to the results of such inspection or inquiry and the vice chancellor shall communicate to the syndicate the views of the Chancellor, and advise the syndicate upon the action to be taken.

(5) The syndicate shall report to the vice chancellor for communication to the chancellor, such action, if any, as it is proposed to take or has taken upon the results of such inspection or inquiry.

(6) Confirmation of the making, repeal or alteration of statutes rests with the Chancellor.

(7) The Chancellor shall have such other powers as may be conferred on him by this Act or the statutes.

11. Omitted

The Vice-Chancellor

(1) The Vice-Chancellor shall be a Whole time paid officer of the University and shall be appointed by the Chancellor upon the recommendation of a Selection Committee consisting of the following namely:-

(i) a person nominated by the syndicate not connected with the University or any affiliated college or approved institution,

(ii)) a person nominated by the Chairman, University Grant Commission, and

(iii) an educationist) nominated by the Chancellor, and the Chancellor shall appoint one of these three persons as the Chairman of the committee.

(2) The emoluments and other conditions of service of the vice chancellor shall be such as may be prescribed by the statutes, and shall not be varied to his disadvantage after his appointment:

Provide that the present vice-chancellor shall continue to be governed by the existing terms and conditions till his present term is over.

(3)) The Vice-Chancellor shall hold office for a period of three years and will be eligible for re-appointed for a second term and such re-appointment shall be made upon the recommendation of the selection committee referred to in sub-section(1):

Provided that no person shall hold the office of The Vice-Chancellor more than two terms.

(4) The Vice-Chancellor may, at any time, relinquish office by submitting, not less than 60 days in advance of the date on which he wishes to be relieved, his resignation to the Chancellor.

(5) Such resignation shall take effect from the date determined by the chancellor and conveyed to the Vice-Chancellor.

(6) When a vacancy occurs or is likely to occur in the office of the vice chancellor by reason of leave or any other cause, not being the expiry of term of the incumbent, such vacancy shall be filled, as far as may be, in accordance with the provision of sub-section (7).

(7) When a temporary vacancy in the office of the Vice-chancellor occurs by reason of leave, illness or otherwise, the Pro-Vice-Chancellor shall carry on the office of the Vice-chancellor. Where, however, there is no Pro- Vice-chancellor or he is also temporarily absent, the Syndicate shall forthwith report the same to the Chancellor who shall make such arrangements for carrying on the office of the Vice-chancellor as he may deem fit.

(8) The term of the office of the Vice-chancellor shall commence with effect from the date of joining the duties of his office.

Powers and duties of the Vice-chancellor

(1) The Vice-chancellor shall be the principal executive and academic officer of the University. He shall, in the absence of the Chancellor, preside at any Convocation of the University. He shall be the ex-officio Chairman of the Senate, the Syndicate and the Academic Council and of any board or committee of which he is a member. He shall be entitled to be present and to speak at any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member.

(2) It shall be the duty of the Vice-chancellor to see that this Act, the Statutes and the Ordinances are faithfully observed, and he shall have all powers necessary for this purpose.

(3) He shall have power to convene meetings of the Senate, the Syndicate and the Academic Council, and joint meetings of Faculties.

(4)(a) He may take action in any emergency, which in his opinion, calls for immediate action. He shall, in such a case, and as soon as may be thereafter, report his action to the officer, authority or other body who or which would ordinarily have dealt with the matter.

(b) When action taken by the Vice-chancellor under clause (a) affects any person in the service of the University such person shall be entitled to prefer an appeal to the syndicate within fifteen days from the date on which such actions is communicate to him.

(5) He shall give effect to any order of the Syndicate regarding the appointment, dismissal or suspension of an officer or teacher of the University.

(6) He shall exercise general control in the University and all powers of discipline shall be vested in him.

(7) He shall exercise such other powers as may be prescribed by the Statutes and the Ordinances.

The Pro-Vice-chancellor

(1) The Pro-Vice-chancellor may be a whole time or part-time officer of the University and shall be appointed by the Chancellor in consultation with the Vice-chancellor.

(2) The Pro-Vice-chancellor shall hold office for a period of three years and shall be eligible for re-appointment for a second term and such re-appointment shall be made in the manner prescribed in sub-section(1):

Provided that no person shall be appointed as Pro-Vice-chancellor for more than two terms:
Provided further that notwithstanding the expiry of his term, the Pro-Vice-chancellor shall continue to hold his office until his successor is appointed and enters upon his office.

(3) The emoluments and other conditions of service of the Pro-Vice-chancellor shall be such as may be prescribed by the Statutes:

Provided that the emoluments and the conditions of service of the first Pro-Vice-chancellor shall be such as are specified by the Chancellor.

(4) The Pro-Vice-chancellor may, at any time, relinquish his office by submitting, not less than sixty days in advance of the date on which he wishes to be relieved, his resignation to the Vice-Chancellor, or if there be no Vice-Chancellor, to the Chancellor.

(5) Subject to the control and supervision of the Vice-Chancellor, the Pro-Vice-chancellor shall exercise the powers and perform the functions as specified below:

(a) Implementation of decisions taken by various bodies of the University, such as the Senate, the Syndicate and the Academic Council:

(b) Attending to all matters relating to affiliated colleges:

(c) Appointment of clerical staff of the University except those for which powers have been delegated to the Registrar;

(d) disciplinary powers in respect of above staff;

(e) Attending to all matters relating to students' welfare etc; and

(f) Perform such other duties and functions and exercise such other powers as the Vice-chancellor any specify in general or in individual cases and shall assist the Vice-chancellor in all matters, academic and administrative.

The Registrar

(1) The Registrar shall be appointed by the syndicate on the recommendation of a selection Committee consisting of the following:-

See Section 3, 4 and 5 of the Rajasthan Universities' Teachers and Officers (Special conditions of Service) Act of 1974 as amended vide Act of 1976.

(2) The emoluments and conditions of service of the Registrar shall be such as may be determined by the Syndicate.

(3) The Registrar shall be ex-officio Secretary of the Senate, the Syndicate and the Academic Council, but shall not be a member of the Syndicate and the Academic Council.

Duties of the Registrar

The Registrar shall be the custodian of the records and of the common seal of the University on behalf of the Syndicate. He shall act as the Secretary of the Senate, the Syndicate and the Academic Council. He shall perform such other duties as may be prescribed by the Statutes and the Ordinances of required, from time to time, by the Syndicate or by the Vice-Chancellor.

Other Officers

The mode of appointment and the functions of the officers of the University, other than the Chancellor, in so far as they are not prescribed herein, shall be prescribed by the Statutes and the Ordinances.

4. Information Under Section -4 (1)(b)(iii)

Procedure followed in the Decision making process including channels of the supervision and accountability the Chancellor is the Head of the University Syndicate of the University is Chief Executive and academic body of the University for taking decision on all university matters and the V.C. is the Principle Executive and the Academic officer of the University for take a decision in Universities matter. However approval of Senate which is highest body is taken on the decision of syndicate in some matters.

In the Academic matters, Academic council is the Academic body and shall have control and general regulation, A.C is responsible for maintenance of the Standards of the Teaching and the Exam within in the University and to make the Ordinance, regulations regarding admissions, Examinations courses of study and Circular. Which are sent for approval of the Syndicate, the composition and function of the A.C. have been mentioned in the Section 23 and 23A, of the University Act.

Academic Council- Composition and term office

S.23. (1) The Academic council shall be the Academic body of the University and shall consist of the following persons, namely:-

- (i) the Vice Chancellor ,
- (ia) the Pro Vice Chancellor ,
- (ii) the Deans of Faculties,
- (iii) the Head of University Departments of the status of a Professor or a reader.
- (iv) the Conveners of the Boards of studies, and
- (v) five persons co-opted by the Academic council who possess special

attainments in particular studies and who are not teacher in the University or any affiliated college or approved institution.

(2) The term of office of the members of the Academic council, other than ex-officio members, shall be three years.

Academic council-Functions

S.23A. (1) The Academic council shall have control and general regulation of and be responsible for the maintenance of the standards of teaching and examination with the University.

(2) Without prejudice to the generality of the foregoing provision and subject to such conditions as may be prescribed by or under the provisions of this Act, The Academic council shall exercise the following powers and perform the following functions, namely;

- (i) subject to the approval of the syndicate, make, amend and cancel regulations laying down courses of study and curricula;

(ii) to propose to the Syndicate, Ordinances concerning admission to the University or to its examinations, courses of study and curricula and scheme of examination shall be made after considering the reports, when necessary, of the faculty or of faculties concerned;

(iii) to make proposals regarding the maintenance of standards of teaching and examinations;

(iv) to advise the Syndicate regarding the institution of University teaching posts in particulars subject;

(v) after considering the recommendations of the faculty concerned, to advise the syndicate regarding the institution of Board of Studies and there strengthen;

(vi) to advise the syndicate regarding University fees;

(vii) to advise the syndicate regarding equivalence of examinations and recognition of the examination of other bodies;

(viii) to advise the syndicate regarding the University Library and the appointment of a University Library Committee.

(ix) to advise the syndicate regarding the conditions of award and tenure of University scholarships and other benefits;

(x) to refer matters to faculties and Boards of studies;

(xi) to promote research; and

(xii) to advise the syndicate regarding all other academic matters.

The V.C. may take action in emergency and report his action to the officers, Authority or other body, which would ordinary Head dealt with the matter.

The finance matters are considered and recommended to the Syndicate by Finance Committee of the University.

The affiliation matter are dealt by the BOI and recommended to the Syndicate. Application for the affiliation, recognition and approval of the colleges and the Institutions within the territorial jurisdiction of the University are considered by the BOI and Inspection of the colleges are also arranged and recommendation are sent to the syndicate by the BOI.

The Composition and function of BOI have been mentioned in section

S.24 (I) and J of University Act.

The Board of Inspection -Composition

S.24I. The Board of Inspection shall consist of the following namely:-

(i) the Vice-Chancellor;

(ii) the Director of Education, Rajasthan; and

(iii) the Deans of Faculties.

The Board of Inspection-Functions

S.24J. (1) The Board shall deal with application for affiliation, recognition or approval of colleges and institutions within the territorial jurisdiction of the University, arrange for their inspection in the manner prescribed by the Statutes, and make recommendations to the Syndicate in regard to their affiliation, recognition or approval, as the case may be;

(2) The Board shall appoint two committees consisting of five members each, one to deal with applications for affiliation of colleges and another to deal with applications for approval of institutions. The committees shall be appointed for a period of three; and

(3) Subject to approval by the Syndicate, the Board may make rules for the approval, recognition and affiliation of institutions and colleges.

There is BOS in each subject for group of subjects. Which shall recommended courses of studies and circular in their respective subjects and shall advice on all matters relating their into refer to them, by the syndicate for the A.C. on the faculty Concerned.

The composition and functions of BOS have been mentioned in section 24(e) and (f) of the University Act.

The Board of Studies-Number, Composition and term of Office

S.24E (1) There shall be a Board of Studies for each subject or group of subjects. The number of Boards of studies in each Faculty also the number of members of each board shall be determined by the Syndicate on the recommendation of the Academic Council and the Faculty Concerned .

(2) The Boards of studies shall be Consituted by the Faculty concerned for a period of three years.

(3) In the Faculties of Arts, Science and Commerce and Law, the member of a Board shall not exceed ;-

(a) seven in the case of Board dealing upto Post-Graduate studies; and

(b) five in other cases.

(4) The faculties of Engineering and Technology, medicine and pharmaceutics and Education shall have one Board each. The number of members on the Board of studies relating to the Faculties of Education shall not exceed five and each or the other two Boards, eleven.

(5) Omitted.

(6) There shall be atleast one and note more than two external members on each Board consisting of five or less than five members and atleast two and note more than thre external members on each board consisting of more than five members.

(7) In the case of a Board dealing upto post-graduate studies, there shall be atleast three internal members who shall be heads of post-graduate departments, or post-graduate teachers to the extent the number of such Heads is less than three in the University or in affiliated colleges or approved institutions.

(8) Each board shall have convener appointed by itself in the following order of preferences from among its internal member, namely:

(i) University Professors

(ii) Principals of post-graduate colleges being heads of departments or principals of degree colleges who have held the office of the Principals of a post-graduate college and head of a department for at least five years;

(iii) University Readers in subjects in which there is no University Professor;

(iv) Principals of degree colleges being heads of departments;

(v) Heads of post-graduate departments in colleges; and

(vi) Heads of degree departments in colleges.

(vii) Omitted.

Faculty

There are no of faculties in the University. Each faculty shall recommended to the A.C., knows of study and curriculam, scheme of Exam of the consulting of the Board of studies and send its recommendation to the A.C. and the syndicate, Reg. matters of concerned faculty. There is Dean in each faculty who shall be responsible for the due observance of the status, ordinances and the regulations relating to that faculty.

The Composition and function of the Deans and the faculties in mentioned in section 24 to 24D of the University Act.

5.24. The University shall include the Faculties of :-

- (1) Arts;
 - (2) Social sciences;
 - (3) Science;
 - (4) Commerce;
 - (5) Law;
 - (6) Medicine and Pharmaceutics;
 - (7) Engineering and Technology;
 - (8) Ayurveda;
 - (9) Education;
 - (10) Such other Faculties as may be prescribed by the Statutes.
- Faculties-Composition and term of office

S.24A. (1) The faculties of Arts., Science and Commerce shall consist of the following:-

- (i) the Dean of the Faculty;
- (ii) University Professors and readers in the subjects assigned to the Faculty;
- (iii) all Heads of departments within the Faculty in the colleges affiliated upto the degree standard, provided they have atleast 8 years experience of teaching degree classes in subject of the Faculty;
- (iv) members co-opted by the Faculty concerned from among teachers in affiliated colleges within the Faculty, the number of such members not to exceed five in the case of the Faculty of Arts and not to exceed two in the case of each of the Faculties of Science and Commerce;
- (v) members co-opted by the Faculty concerned from among persons, who are not teachers in the University or in any of its affiliated colleges, the number of such members not to exceed five in the case of the Faculty of Arts and not to exceed three in the case of each of the Faculties of Science and Commerce; and
- (vi) the conveners of the Boards of Studies in the Faculty, who are not otherwise included under the foregoing clauses.

(2) The Faculties of Engineering and Teachnology, Medicine and Pharmaceutics and education shall consist of the following:-

- (i) the Dean of the faculty;
- (ii) University Professors and Readers in the subjects assigned to each Faculty;
- (iii) Heads of departments within each Faculty in degree colleges; and
- (iv) three persons not being teachers within the Faculty to be co-opted by the Faculty concerned.

(3) The Faculties of Law shall consist of the following:-

- (i) the Dean of the Faculty;
- (ii) University Professors and Readers in the subjects assigned to each Faculty;
- (iii) Principals of separate Colleges of Law;
- (iv) Heads of Departments of Law being a whole-time teacher of Law from each college, which is not a separate Law College;
- (v) two teachers of Law in the University to be co-opted by the Faculty; and
- (vi) three persons not being teachers in the University or any of its affiliated colleges to be co-opted by the Faculty.

(4) The composition of other Faculties shall be prescribed by the Statutes.

(5) The members of a Faculty, other than ex-officio members, shall hold office for a period of 3 years.

Deans of Faculties

S.24(B). (1) There shall be a Dean of each Faculty who shall be appointed by the Vice-Chancellor in the following order of preference, namely:-

(a) for the Faculties of Arts, science, social Sciences and Commerce:-

(i) University Professors or Principals of Post-Graduate Colleges.

(ii) University Reader in subjects in which there are no University Professors.

Note:- The Principal or the teacher to be appointed as Dean must profess a subject included in the Faculty concerned.

(b) for the faculty of Law:-

(i) University Professors of Law or Principals of Law Colleges.

(ii) University Reader in Law in case there is no University Professors.

(iii) Heads of Departments of Law, being a whole-time teacher of Law, in affiliated colleges which are not separate law colleges, not below the rank of Professors.

(c) for the Faculties of Ayurveda, Engineering and Technology, Medicine and Pharmaceutics and Education:-

(i) University Professors or Principals of Post-Graduate Colleges in the Faculty concerned;

(ii) Head of departments of subjects of the rank of Professors in the Faculty concerned.

(d) for other Faculties:-

The qualifications and conditions of eligibility of the deans of other Faculties shall be prescribed by the statutes.

(2) The deans shall hold office for a period of three years and no person shall be eligible for re-appointment until a period of at least three years has lapsed after the expiry of his last term.

Functions of Deans of faculties

S.24C.(1) The dean of a Faculty shall be responsible for the due observance of the Statutes, Ordinances and Regulations relating to that Faculty.

(2) The Dean shall preside at the meetings of the Faculty and shall record its proceedings:-

(3) The Dean shall have the right to be present and speak at the meetings of the Boards of Studies relating to his faculty but not to vote thereat unless he is a member thereof.

Functions of the Faculties

24(D). Each Faculty shall exercise the following functions, namely:-

(a) to recommend to the Academic Council courses of study and curricula and schemes of examinations, after consulting the Boards of Studies;

(b) to recommend to the syndicate through the Academic Council what Boards of Studies should be instituted and the strength of such Boards, and to constitute them as provided in Section 24-E;

(c) to recommend to the Academic Council conditions for the award of degrees and other academic distinctions;

(d) to co-ordinate work in the subjects assigned to the Faculty;

(e) to organise research, or to secure co-ordination therein when desirable;

(f) to deal with any matter referred to it by the Academic Council or the Syndicate;

(g) to remit matters to Board of Studies;

(h) to consider any matter within its purview referred to it by a Board of Studies;

(i) to hold meetings with the sanction of the Vice-Chancellor jointly with any other Faculty of Faculties, such joint meetings to be convened by the Vice-Chancellor and to be presided over by him or by a dean nominated by him; and

(j) to discharge such other functions as may be prescribed by the Statutes.

Administrative Procedure

Registrar is the custodian of the record and common seal of the University on behalf of the Syndicate, He is the Secretary of the Senate, Syndicate and the A.C., He is the main Administrative Officer who recommended the action which is to be taken for approve to the V.C. and Implements the decision of the V.C. There is additional Registrar for suggesting and assisting the Registrar and giving advice in Academic and administrative matters. For controlling, the Exam there is Controller of Exam who conduct the examination after taking approval of the V.C. and declare the Results as per direction of the V.C.

For each Section there is S.O., A.R. and D.R. for assisting the C.E. and the Registrar, who purpose the action and implement the orders of the higher officers or Authorities.

Matter are put up by the dealing Asstt. to the Section Officer and Section Officer Purposed the action to be taken in the matter to the AR/DR. The item for the A.C. and the Syndicate are sent by the concerned section after taking approval of the V.C.

5. Information Under Section -4 (1)(b)(iv) and 4(1) (b) (v)

Duties

The norms set by discharge of functions

In Addition to the duties and functions of the officers and bodies mentioned in University of Rajasthan Act, 1946. the syndicate of the University made ordinances, Statutes, regulations and rules for regulating and distributing the work of Administrative and Examination of the University which have been mentioned in detail in Hand Book of the University of Rajasthan pt-II volume I,II, and III. available on the University Website www.uniraj.ac.in.

6. Information Under Section-4(1)(b) (vi)

Tabulation Register is maintained of every Exam and Result in the Exam Section. A student can take Certificates and Mark sheet of his Exam for the concern section. The circular for dealing the records and documents have been issued by the G.Ad. Section which is as under:-

7. Information Under Section-4(1)(b) (vii)

2 persons are nominated by the State Govt. under sub section 8 of section 21 of the University Regulation Act, 1946 in the syndicate and 2 member of state Legislative Assembly are nominated by the state Govt. under sub section 10 of section 21 of the University Act.

Syndicate

Section 21.(1) The syndicate shall be the executive body of the University and shall consist of the following persons, namely:-

- (i) Vice-Chancellor;
- (ii) Pro-vice-Chancellor;
- (iii) two persons nominated by the Vice-Chancellor form amongst the Deans of Faculties;
- (iv) two University Professors Nominated by the Vice-Chancellor other than Deans;
- (v) one educationist nominated by the Chancellor;
- (vi) two Principals to be nominated by the State Government;
- (vii) Director, College Education, Rajasthan;
- (viii) two persons to be nominated by the State Government;

two teachers, who have put in not less than seven years teaching experience in the institutions of higher education in Rajasthan on 1st January immediately preceding the year in which elections are held, other than University Professors, Deans, Principals of affiliated/constituent colleges, to be elected by the teachers separately from amongst themselves as below:

- (a) one teacher to be elected from amongst themselves by the teachers of the University teaching departments and constituent colleges;
- (b) one teacher to be elected from amongst themselves by the teachers of the affiliated colleges;
- (x) two members of the State Legislature to be nominated by the State Government;

8. Information Under Section-4(1)(b) (viii)

Minutes of the syndicate www.rtu.ac.in

Academic Council. www.rtu.ac.in

Finance Committee.

BOI have been downloaded on the University Website:- www.rtu.ac.in

9. Information Under Section-4(1)(b) (ix)

List of Officers and Teachers can be seen at University Website www.uniraj.ac.in.

List of Professors

(As on 01.07.2012)

(It is not a seniority list)

S.No.	Name	Department	Date of Birth	Date of approval of Syndicate	Date of Promotion/ Appointment as Professor	Date of Superannuation	Selected/ CAS
FACULTY OF COMMERCE							
Department of A.B.S.T.							
FACULTY OF SOCIAL SCIENCE							
Department of Economics							
Department of History							

List of Assistant Professors

(As on 01.07.2012)

(It is not a Seniority list)

S.No.	Name	Department	Date of Birth	Date of absorption and substantive appointment	Date of Confirmation	Date of Superannuation
1.						

Research Associate

S.No.	Name	Department	Date of Birth	Date of absorption and substantive appointment	Date of Confirmation	Date of Superannuation

List of Associate Professors

(As on 01.07.2012)

(It is not a Seniority list)

S. No.	Name	Department	Date of Birth	Date of Frist Joining	Date of appointment as Asso.Prof.	Date of Superannuation	Selected/ CAS

Lab Bearer

S. No.	E.C. No	Name of the Employee	Cat.	Place of Posting	Date of Birth	Date of 1st appointment	Remark

**UNIVERSITY OF RAJASTHAN, JAIPUR
LIST OF IVTH CLASS****CLASS IV, PEON/SWEEPER/CHOWKIDER/FARRASH LIST (4750-7440) 1300/-**

S- No-	Code No-	ule	in	di;jr LRlu	Date of birth	Date of Appointment	Date of Probation	Date of Confermation	SC/ST /OBC	Quailfication	Re mark	Date of Retirement
1	2	3	4	5	7	8	9	10	11	12		

Drivers(5200-20200) 1900/-

1	3141	Jl olino fiyyb	olgu plyd	lleW; l'ulu vuruX								
2	2933	Jl eyflg	olgu plyd	lleW; l'ulu vuruX								
3	1807	Jl jleflg	olgu plyd	lleW; l'ulu vuruX								

10. Information Under Section-4(1)(b) (xi)

Budget enclosed. Please see the Budget on the University website www.rtu.ac.in

11. Information Under Section-4(1)(b) (xii)

List enclosed Please see the list on the University website www.uniraj.ac.in.

12. Information Under Section-4(1)(b) (xiii)

List enclosed Please see the list on the University website students.

13. Information Under Section-4(1)(b) (xiv)

List enclosed have been given on the University website.

1. Acts, Status, ordinances are available on the university Website www.rtu.ac.in
2. Information about the admission, syllabus examination courses are available on Website of the University at relevant places.
3. Results are available on Website of the University www.rtu.ac.in
Hand Books, notification, circulars, advertisements, are also available on the University Website. www.uniraj.ac.in/frameadm.html
4. List of colleges and departments of the University is available in the University Website and information relating to department has been mentioned there.
5. Information relating to Research work are available on the University Website www.rtu.ac.in

15. Information Under Section-4(1)(b) (xv)

List enclosed. Facility given.

1. Board has been established on the Main Gate of the Administrative building indicating the PIO's and fee is to deposited for obtaining information. No of windows have also been mentioned on the Main Gate where the concern dealing Section is situated.

2. Facilities for depositing the fee in cash has been provided to the applicants in the student information Centre near the Main Gate.

3. RTI Cell has been created in Room No. 206 and staff for dealing the applications and appeals under RTI Act has been provided.

4. Nodal Officer sits in Room No. 212 for resolving the problems relating to the RTI matters.

5. There is sitting facility in the entry of Administrative building and in the RTI Cell where applicant can sit and wait.

16. Information Under Section-4(1)(b) (xvi)**Names and List of PIO's****Under Section 4(1)(b) (xvi) of the RTI Act, 2005**

S. No	Name	Designation	Phone No. & Extension No.
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17. Information Under Section-4(1)(b) (xvii)

Awards and Gold Medals (List enclosed.) Please see the gold medals list on the University website www.rtu.ac.in from Page No. 131 to 135.