

*INFORMATION
PUBLISHED
IN PURSUANCE OF SECTION
4(1) (b) OF THE RIGHT TO
INFORMATION ACT, 2005*



**SIDHO KANHO BIRSHA UNIVERSITY,
PURULIA**
Ranchi Road, Po- Sainik School, Purulia -723 104
West Bengal

TABLE OF CONTENTS

SL. NO.	SUB- CLAUSE OF SECTION 4(1) b), of THE RTI ACT	DESCRIPTION	PAGE NO.
1.	(i)	Particulars of the Organization, its Functions and Duties	3-3
2.	(ii)	Powers and Duties of officers and employees of the University	4-4
3.	(iii)	Procedure followed in the decision-making process, including channels of supervision and accountability.	4-5
4.	(iv)	Norms set by the University for the discharge of its functions	6-6
5.	(v)	The Rules, Regulations, Instructions, Manuals and Records held by the University or under its control, or used by its employees, for discharging its functions	6-6
6.	(vi)	Statement of the categories of documents that are held by the University or under its control	6-6
7.	(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of University's policy or implementation thereof	6-6
8.	(viii)	A directory of University's officers and employees/ The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	7-7
9.	(ix)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made/ The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes,/ Details in respect of the information, available to or held by it, reduced in an electronic form/ The names, designations and other particulars of the Public Information Officers	8-8
10.	(x)	Such other information as may be prescribed; and thereafter update Publications every year	8-8
11.	Annexure I	Rules relating to Registration/Restoration/Migration	9-9
12.	Annexure II	Rules relating to Issuance of different Certificates & Verifications etc.	10-10
13.	Annexure III	Delivery of various services by Sidho- Kanho- Birsha University in terms of Right to West Bengal Public Service Act, 2013	11-11

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

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

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

Foundation : Sidho Kanho Birsha University, Purulia was established under West Bengal Act XII of 2010 as a teaching and affiliating University on 6th July, 2010 spread entire the Purulia districts that came under the jurisdiction of the University. Now, the University is offering 19 P.G. Programmes and there are 22 affiliated colleges (21 nos. Degree Colleges & 01 no. Private Professional Institutes) under its umbrella. Continuous attempts are being made to incorporate the latest developments in different disciplines in the present context.

Jurisdiction: The districts of Purulia come under its jurisdiction.

Date of UGC Recognition : 6th July, 2010 (2F) and UGC- 12B – status approved by UGC vide No 9-21/2010(CPP-1/PU) Dated 22.12.16

Administrative Complex: The administrative complex is located on Ranchi Road about 5 km from Purulia town.

Academic Complex: The academic complex is located in the same Ranchi Road campus comprising 12.84 acre land . Our Second Campus situated at Bhangra Mouza (JL No 143) comprising with 51.99 acre land.

Organizational Structure

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

Functions and Duties

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

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

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

For Details See University Statutes <http://skbu.ac.in/about/statute>

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

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

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

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

The Faculty Council for Post-Graduate Studies exercise the power to recommend to the Executive Council to make proposals to the Executive Council for the promotion of research and to call for reports on such research work from persons engaged therein, to make proposals to the Executive Council to undertake.

Specialization of studies and for organization of common Laboratories, Libraries, Museums and other Institutions, maintained by the University, to hold and conduct, subject to general supervision by the Executive Council, approve and publish results of the university examinations and such other powers as may be provided by or under the Sidho Kanho Birsha University Act.

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

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

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

I. Administrative Officials

- 1) Vice-Chancellor
- 2) Registrar
- 3) Finance Officer
- 4) Controller of Examinations
- 5) Librarian
- 6) Inspector of Colleges
- 7) Development Officer
- 8) University Engineer
- 9) Officer of Placement and Training
- 10) Secretary, Under Graduate Council
- 11) Security officer
- 12) Assistant Registrar
- 13) Assistant Controller of Examinations
- 14) Audit and Accounts Officer

II. Academic Positions

- 1) Vice-Chancellor
- 2) Deans of Faculty Councils
- 3) Professor
- 4) Associate Professor
- 5) Assistant Professor (Stage-1, Stage-2 & Stage-3)

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

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

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

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

- i. Acts & Statues
- ii. Regulations
- iii. Financial Rules
- iv. Leave Rules
- v. Provident Fund Rules
- vi. Sidho Kanho Birsha University Orders
- vii. Sidho Kanho Birsha University Notifications
- viii. Resolutions of meetings of The Court, The Executive Council, The Faculty Councils for post graduate studies, The Council of Under graduate studies, The Board of studies, Research Advisory Committee, The Finance Committee etc.

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

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

7. *The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.*

The Court which is the highest authority in the University, the Executive Council which is the principal decision making authority for day to day administration and other authorities including the Faculty Councils for post graduate studies, the Council of Under graduate studies, the Board of studies, the Finance Committee etc. are represented by eminent persons from industry, academic community, professional bodies, Research Scholars, Students and the nominees of the Govt. of India, Govt. of West Bengal, Governor of West Bengal & Chancellor of the University etc. who help in the formulation and implementation of the policies and programmes.

8. A directory of its officers and employees:

Names of officers/faculty members, departments /sections and telephone no's / email id are available at Sidho Kanho Birsha University Web Site at <http://skbu.ac.in/officers>

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

The information is as under:

A. TEACHER

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

B. OFFICER

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

C. NON-TEACHING EMPLOYEES

Scale No.	Name of Pay Band	Pay Band Scale	Grade Pay
1	PB - 3	Rs.9,000 - 28,300/-	Rs.4600/-
2	PB - 3	Rs.9,000 - 28,300/-	Rs.4400/-
3	PB - 2	Rs.7,200 - 25,400/-	Rs.3300/-
4	PB - 1	Rs.5,400 - 18,600/-	Rs.2600/-
5	PB - 1	Rs.5,400 - 18,600/-	Rs.1800/-

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

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

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

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

Not applicable for this University.

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

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

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

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

(i) State Public Information Officer (SPIO)

Sl. No.	Designation	Name of the Officer	E mail ID
1.	Officer of Placement & Training Sidho Kanho Birsha University, Purulia	Gurudas Mondal	tpcskbu@gmail.com

(ii) Appellate Authority

Sl. No.	Designation	Name of the Officer	Telephone No.
1.	Registrar, Sidho Kanho Birsha University, Purulia	Dr. Nachiketa Bandyopadhyay	03252-202419

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

Information relating to students including admission procedures, academic programmes, examination schedules, results etc. is available Information Unit at Administrative Building of the University and University website that is <http://skbu.ac.in>. Important decision effecting students and about programmes are also displayed on the University website, notice board.

Rules relating to Registration/Restoration/Migration

- i) **Registration** : (a) Graduates of Sidho Kanho Birsha University, Purulia who have not by this time migrate to other Universities or institutes for further studies or otherwise, will not be required to register themselves once more.
(b) Students from other Universities have to be compulsorily registered at Sidho Kanho Birsha University, Purulia. Therefore, they have to fill up the specified form (i.e. Registration & Inward Migration Form; Cost of forms : Rs.10/- & Rs.10/- respectively, which will be available in the Sales Counter of the University) with original Migration Certificate, attested photocopy of last examination marksheet and requisite fees.
- ii) **Outward Migration** : Candidates who are willing to study any other University/ abroad are required to furnish Outward Migration form (Cost of Form - Rs.10/-, which will be available in the Sales Counter of the University) with original Registration Certificate , attested photocopy of marksheet of last examination and requisite fee. [Rs. 150/- for day to day delivery; Rs.100/- for delivery within 3working days and Rs. 75/- for delivery within 10 working days].
- iii) **Duplicate** : Duplicate Registration Certificate or Duplicate Migration Certificate are also available after producing copy of the diary made in the local Police station and requisite fees. (Cost of Form : Rs.10/- each , Requisite Fee : Rs.150/- each). Forms will be available in the Sales Counter of the University.

Annexure: II

Rules relating to Issuance of different Certificates & Verifications etc.

Nature of Fees	Rates
Fee for change of Centre of Examination	Rs.100/-
Fee for verification (Dept. of Defense and Police are exempted)	Rs.200/- for each Examination
Fee for Authentication	Rs.500/-
Fees for Certificate regarding medium of instructions etc. (to be issued by the Controller of Examinations)	Rs.200/-
Any type of late fee	Rs.100/- per head
Condonation Fee (Short percentage of attendance would have to submit to the University)	Rs. 200/- per head
Post Publication Review (re- examination)	Rs.150/- per Examination
Post Publication Scrutiny	Rs. 80/- per paper
Provisional Certificate (for all examinations)	Rs. 150/- per examination
Duplicate Admit Card/ Mark sheet/ Certificate	Rs. 200/- per examination
Certificate Regarding Examination Schedule	Rs.250/-
Fee for issue of Transcript	Rs.500/- per set + EMS tariff for international speed post

Annexure: III

**SIDHO-KANHO-BIRSHA UNIVERSITY PURULIA
RIGHT TO WEST BENGAL PUBLIC SERVICE ACT, 2013**

Sl No	Service	Designated Officers	Stipulated Time	Appellate Officer`	Stipulated Time `	Reviewing Officer	Stipulated Time
1.	Issuance of Admit Card/Duplicate Admit Card	Assistant Controller of Examination	30Days	Controller of Examination	15 Days	Vice Chancellor	15 Days
2.	Issuance of Provisional Passed Certificate	Assistant Controller of Examination	07 Days	Controller of Examination			
3.	Issuance of Identity Card/Duplicate Identity Card	Assistant Registrar	30 Days	Registrar			
4.	Issuance of Registration Certificate/ Duplicate Registration Certificate	Assistant Registrar	60 Days	Registrar			
5	Issuance of Migration Certificate/ Duplicate Migration Certificate	Assistant Registrar	15 Days	Registrar			
6	Issuance of Mark Sheet/Duplicate Mark Sheet	Assistant Controller of Examination	60Days	Controller of Examination			
7	Granting of Scholarship	Development Officer	90 Days	Registrar			
8.	Issuance of NOC on Various Issues	Development Officer	45 Days	Registrar			
9	Inspection for affiliation of New general Degree College	Inspector Of College	30 days	Registrar			
10	Self Inspection of Answered Scripts by RTI	Assistant Controller of Examination	100 Days	Controller of Examination			