

SRINIVAS UNIVERSITY

**RIGHT TO INFORMATION ACT 2005
MANUAL**

(UNDER SECTION 4(1) (b) OF THE ACT)

Notification

It is hereby notified that the information regarding Right to Information Act, 2005 in respect of Srinivas University, Mangalore is updated and published for the Information of Public and other stake holders to the system, Under Section 4(1)(b) of Right to Information Act, 2005 the following information is published in the interest of the public service as required under RTI Act.

Right to Information and Obligations of Public Authorities**i. The particulars of its organisation, functions and duties**

Srinivas University, Srinivas Nagar, Mukka, Mangalore, Dakshina
Kannada, Karnataka- 574 146

- To disseminate knowledge
- To award degrees
- Academic administration department, off campus centres & Constituent Colleges
- To undertake research
- To establish post graduate departments and such other functions incidental to above objectives

ii. The Powers and duties of its officers and employees.

- To ensure the implementation of the provisions Srinivas University Act, 2013
- To take such actions as are necessary for dissemination of knowledge.
- To promote academic excellence
- To maintain the academic standards
- To Co-Ordinate with UGC and other professional bodies.
- To prescribe syllabus
- To conduct examination and declare results.

iii. The Procedure followed in the decision making process, including

channels of supervisions and accountability.

The procedure for decision making is as under:

- Bottom to top procedure is adopted
- As per delegation of powers
- Three/Four type of procedure/channel is adopted
- Accountability will be fixed in accordance with the statutes, Rules and orders in force.

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

Decision making bodies:

- The Board of Governors
- The Board of Management
- The Academic Council

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

- Srinivas Univesity Act 2013
- University Grants Commission Act 1956 and subsequent norms prescribed by it
- Government of India policies.
- State Government policies.

vi. A statement of the categories of documents that are held by its or under its controls.

*Files *Registers *Transaction of business rules *Statutes
*Regulations etc.

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 thereof;

- Government is nominating member to the Board of Governors for formulating the policy, decision and in of the act.
- The Academic Council and Board of Studies have the services of experts from the industry to help in formulation of syllabus/regulations.



- viii. A State of the boards, Councils, Committees and other bodies consisting of two or more person constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, Councils, Committee and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

The Board of Governors/Board of Management or the Academic Council or Chancellor or Vice Chancellor may constitute boards, committees for getting expert information/advice for implementing the provisions of Srinivas University Act.

The minutes of the meeting are accessible to the public as and when they become public document.

- ix. A directory of its officers and employees;**

- Hon'ble Chancellor
- Hon'ble Pro Chancellor
- Vice Chancellor
- Registrar
- Registrar (Evaluation)
- Registrar (Development)
- Registrar (Academics and Development)
- Finance Officer
- **Special Officer/ Deputy Registrar**
 - Academic & Administration
 - Development
 - Establishment
 - SC/ST Cell
 - Registrar (Evaluation)
- **Directors**
 - Director, Internal Quality Assurance Cell
 - Director of Students Welfare
 - Director of Physical Education
- Dean of Faculties and other supporting staff
 - Dean, Institute of Management & Commerce
 - Dean Institute of Computer Science & Information Sciences
 - Dean, Institute of Engineering
 - Dean, Institute of Nursing Sciences
 - Dean, Institute of Education
 - Dean, Institute of Hotel Management



- Dean, Institute of Physiotherapy
- Dean, Institute of Allied Health Sciences
- Dean, Institute of Social Sciences and Humanities
- Librarian

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

As prescribed by the Board of Governors and approved by the Chancellor to the concerned officers only from time to time

- The annual budget is proposed by the finance officer and approved by the Board of Governors.
- The University also mobilizes fund through internal resources, fees, consultation, research projects and the expenditure are made as per the rules approved by the competent authorities.

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

The budget is allocated by the Board of Governors and approved by the Chancellor.

The University also mobilizes fund through resources, fees, consultation, research projects and the expenditure are made as per the rules approved by the competent authorities.

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

As approved by the Board of Governors and the Chancellor.

xiii. Particulars of recipients of concessions, permits or authorisations granted by it;

As prescribed by the Government.

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

The Data of University are being computerized.

xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

During office hours on all working days.

xvi. The names, designations and other particulars of the Public Information officers;


Sl. No.	Name	Designation	Telephone No.	
			Office	Mobile
1.	Dr. Srinivas Mayya	Registrar (Evaluation)	2477766	8050174445
2.	Prof. Arpana Bhatta	Finance Officer	2477866	9480513152
3.	Dr. Ajay K.G	Registrar (Development)	2477766	7019238290

xvii. Such other information as may be prescribed, and thereafter update these publications every year;

The University was established during the year 2017 and it has initiated several innovative and reformative measures for achieving academic excellence.

xviii. First Appellate authority;

Registrar, Srinivas University, Srinivas Nagar, Mukka, Surathkal, Mangalore, Dakshina Kannada, Karnataka-574199.



REGISTRAR

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SRINIVAS UNIVERSITY
MANGALORE