



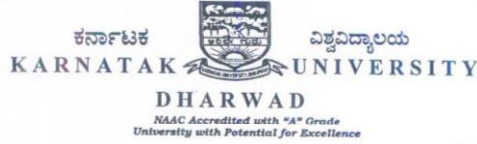
ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಧಾರವಾಡ

Karnatak University, Dharwad

ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ – 2005

Right To Information Act – 2005





LEGAL-CELL
ಕಾನೂನು ಕೋಶ

ಪಾವಟೆ ನಗರ, ಧಾರವಾಡ-580003
Pavate Nagar, Dharwad-580003

ಅನಂ.ಕವಿವಿ/ಕಾಕೋ/2017/8

ದಿನಾಂಕ: 15 JUN 2017


ಸುತ್ತೋಲೆ

ವಿಷಯ: ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ ಕಲಂ 6(1)ರಡಿ ಮಾಹಿತಿ ಕೋರಿ ಸಲ್ಲಿಸಿದ ಅರ್ಜಿದಾರರಿಂದ ದೃಢೀಕರಿಸಿದ ಗುರುತಿನ ಹಾಗೂ ವಿಳಾಸ ಪುರಾವೆ ಪಡೆಯುವ ಕುರಿತು
ಉಲ್ಲೇಖ: ಸಿಂಡಿಕೇಟ್ ಠರಾವು ಸಂಖ್ಯೆ 17 ದಿನಾಂಕ 18 ಮೇ 2017

ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮದ ಕಲಂ 6(1) (ಸಂಕ್ಷಿಪ್ತವಾಗಿ-ಅಧಿನಿಯಮ) ಪ್ರಕಾರ ಯಾವದೇ ವ್ಯಕ್ತಿ ಮಾಹಿತಿ ಕೋರಿ ಅರ್ಜಿ ಸಲ್ಲಿಸಬೇಕಾದಲ್ಲಿ ಅಂಥ ವ್ಯಕ್ತಿ ಅಸ್ತಿತ್ವದಲ್ಲಿರಬೇಕಾಗುತ್ತದೆ. ಅರ್ಜಿದಾರರ ಗುರುತಿನ ಬಗ್ಗೆ ಬಹಿರಂಗವಾದಾಗ ಮಾತ್ರ ಅಂಥಹ ವ್ಯಕ್ತಿಯ ಅಸ್ತಿತ್ವವನ್ನು ನಾವು ತಿಳಿದುಕೊಳ್ಳಬಹುದು. ವಿಶ್ವವಿದ್ಯಾಲಯವು ಪೂರೈಸಿದ ಮಾಹಿತಿಯು ಅರ್ಜಿದಾರರಿಗೆ ಮಾತ್ರ ತಲುಪುವಂತೆ ಖಚಿತಪಡಿಸಿಕೊಳ್ಳಲು ಅರ್ಜಿದಾರರ ಗುರುತು ಹಾಗೂ ವಿಳಾಸ ಪುರಾವೆ ಪಡೆಯುವುದು ಅವಶ್ಯವಿರುತ್ತದೆ. ಆಗ ಮಾತ್ರ ಪೂರೈಸಿದ ಮಾಹಿತಿಯು ಅರ್ಜಿದಾರರಿಗೆ ಸರಿಯಾದ ವಿಳಾಸವನ್ನು ತಲುಪಲು ಸಾಧ್ಯ.

ಈ ಕಾರಣ ಅಧಿನಿಯಮದ ಕಲಂ 6(1)ನ್ನು ಪರಿಣಾಮಕಾರಿಯಾಗಿ ಅನುಷ್ಠಾನಗೊಳಿಸುವ ಉದ್ದೇಶದಿಂದ ಉಲ್ಲೇಖಿತ ಸಿಂಡಿಕೇಟ್ ಠರಾವುನನ್ವಯ ಸಂಬಂಧಪಟ್ಟ ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿಗಳು / ಸಹಾಯಕ ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿಗಳು ಅರ್ಜಿದಾರರಿಂದ ಅರ್ಜಿ ಸ್ವೀಕರಿಸಿದ ಕೂಡಲೇ ಗುರುತಿನ ಹಾಗೂ ವಿಳಾಸದ ದೃಢೀಕರಿಸಿದ ಪುರಾವೆಗಳನ್ನು ಪಡೆದು ಮಾಹಿತಿ ಪೂರೈಸುವ ಕುರಿತಂತೆ ಕ್ರಮ ವಹಿಸಬೇಕೆಂದು ಈ ಮೂಲಕ ಕೇಳಿಕೊಳ್ಳಲಾಗಿದೆ.

ಮುಂದುವರೆದು ಅಧಿನಿಯಮದಡಿ ನಿಗದಿಪಡಿಸಿದ ಅವಧಿಯೊಳಗೆ ಮಾಹಿತಿ ಪೂರೈಸಲು ಮುತುವರ್ಜಿ ವಹಿಸಬೇಕೆಂದು. ಹಾಗೂ ಯಾವುದಾದರೂ ಸರ್ಟಿಫಿಕೇಟ್ / ಅಂಕಪಟ್ಟಿ ಮುಂತಾದ ದಾಖಲೆಗಳನ್ನು ಪೂರೈಸುವ ಸಂದರ್ಭದಲ್ಲಿ "ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮದಡಿ ಪೂರೈಸಿದೆ" ಎಂಬ ಶಿರೋನಾಮೆಯನ್ನು ನಮೂದಿಸಬೇಕೆಂದೂ ಸಹ ಸೂಚಿಸಲಾಗಿದೆ. ಇದಲ್ಲದೇ ಮಾಹಿತಿ ಪೂರೈಸುವಾಗ ಕುಲಸಚಿವರು, ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯ ಇವರು ಮೇಲ್ಕನವಿ ಪ್ರಾಧಿಕಾರಿಗಳಾಗಿರುತ್ತಾರೆಂದು ಅವರ ದೂರವಾಣಿ, ಇಮೇಲ್ ಮಾಹಿತಿಯನ್ನೊಳಗೊಂಡಂತೆ ನಮೂದಿಸುವುದು ಅಧಿನಿಯಮದಡಿ ಆಗತ್ಯವಿದೆ.


ಕುಲಸಚಿವರು
15/6

ಪ್ರತಿ ಮಾಹಿತಿ ಹಾಗೂ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ;

- 1) ಎಲ್ಲ ಆಡಳಿತ ವರ್ಗ/ ಶೈಕ್ಷಣಿಕ/ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗಗಳ ಮುಖ್ಯಸ್ಥರುಗಳು/ ನಿರ್ದೇಶಕರು/ಸಂಯೋಜಕರು/ವಿಶೇಷಾಧಿಕಾರಿಗಳು/ ಕ್ಷೇಮಪಾಲಕರು/ಆಡಳಿತಾಧಿಕಾರಿಗಳು, ಕವಿವಿ ಧಾರವಾಡ.
- 2) ಕವಿವಿ ಫಲಕ ಮಹಾವಿದ್ಯಾಲಯಗಳು/ ಆಡಳಿತಾಧಿಕಾರಿಗಳು, ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರಗಳು - ಕಾರವಾರ, ಹಾವೇರಿ ಮತ್ತು ಗದಗ.
- 3) ನಿರ್ದೇಶಕರು, ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ವಿಭಾಗ, ಕವಿವಿ ಧಾರವಾಡ ಇವರ ಮಾಹಿತಿಗಾಗಿ ಹಾಗೂ ಸುತ್ತೋಲೆಯ ಸ್ಟ್ಯಾನಿಂಗ್ ಮಾಡಿ ವಿಶ್ವವಿದ್ಯಾಲಯದ ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಪ್ರಕಟಿಸಲು ಸೂಚಿಸಲಾಗಿದೆ.

ಪ್ರತಿ ಮಾಹಿತಿಗಾಗಿ;

- 1) ಕುಲಪತಿಗಳ ಆಪ್ತಕಾರ್ಯದರ್ಶಿಗಳು, ಕವಿವಿ ಧಾರವಾಡ.
- 2) ಕುಲಸಚಿವರ ಆಪ್ತಸಹಾಯಕರು, ಕವಿವಿ ಧಾರವಾಡ.
- 3) ಆಪ್ತಸಹಾಯಕರು, ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ) ಕವಿವಿ ಧಾರವಾಡ.
- 4) ಪರಿಣಾಮ ಅಧಿಕಾರಿಗಳ ಆಪ್ತಸಹಾಯಕರು, ಕವಿವಿ ಧಾರವಾಡ.

ತಂತಿ: "ಯುನಿಕರ್ನಾಟಕ"
Tel. : "UNIKARNATAK

ದೂರವಾಣಿ:(೦೮೩೬)೨೨೧೫೩೭೪
Phone: (0836)2215374



ಪಾವಟೆ ನಗರ, ಧಾರವಾಡ-580003
Pavate Nagar, Dharwad-580003

Ref. No. KU-DPAR/RTI/2007-08/

ದಿನಾಂಕ/Date: 9.2.2008

NOTIFICATION

Sub: Publication of Manual of Karnatak University as per Section 4(1) (b) of
Right to Information Act 2005-reg.
Ref: Resolution No. 33 of the Syndicate meeting dt. 8.12.2007

The Manual containing information of Karnatak University is hereby published as per Section 4(1) (b) of
Right to information Act, 2005.

BY-ORDER
Sd/-
REGISTRAR

To,

1. All Assistant Public Information Officers
2. Principals of University Constituent/Affiliated Colleges
3. Chairpersons/Co-ordinators of Departments of Studies
4. All the Officers/Superintendents of Karnatak University, Dharwad.

Copies to:

1. The Principal Secretary to Government, Education Dept (Higher Education), Government of Karnataka, MS Building, Bangalore-560001.
2. State Information Commissioner, Govt. of Karnataka, Bangalore-560001.

ಕರ್ನಾಟಕ



ವಿಶ್ವವಿದ್ಯಾಲಯ

KARNATAK

UNIVERSITY

ಪಾವಟೆ ನಗರ, ಧಾರವಾಡ-580003
Pavate Nagar, Dharwad-580003

KUD/Reg./RTI/2009/

ದಿನಾಂಕ/Date: 19.08.2009

CIRCULAR

As per the Syndicate Resolution No. 17 dated 08.8.2009, the authorities under Right to Information Act, 2005, under Section 5 (i) and Section 19(ii) have been reconstituted.

The list of revised authorities is enclosed. All the correspondence under Right to Information Act 2005 shall be addressed to the authorities shown in the list and concerned section/authorities shall furnish the information to applicants within the prescribed time limit.

BY ORDER

Sd/-
REGISTRAR

To,

- 1) The Registrar (Evaluation), K.U. Dharwad.
- 2) The Finance Officer, K.U. Dharwad.
- 3) The Deans, Arts, Commerce, Education, Science, Social Science, Management and Law
- 4) The Librarian, Prof. Basavanal Central Library, K.U. Dharwad.
- 5) The Director, Student Welfare, Karnatak University, Dharwad.
- 6) The Administrators, P.G. Centre, Belgaum, Bijapur, Haveri and Karwar
- 7) The Dy. Registrar DPAR, KU. Dharwad.
- 8) The Director, College Development Council K.U. Dharwad.
- 9) The Co-ordinator, NSS. K.U. Dharwad.
- 10) The Director, Academic Staff College, K.U. Dharwad.
- 11) The Principal, Karnatak Arts College/Science College/University College of Education/ University College of Law/University College of Music/ University Public School, Dharwad.
- 12) The Director, Planning and Development, K.U. Dharwad.
- 13) The Resident Engineer, Building Section, K.U. Dharwad.
- 14) Dy. Registrar, SC/ST Cell, K.U. Dharwad.

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INTRODUCTION

The Karnatak University was established in the year 1949 and its main campus is located at Chota Mahabaleshwar Hill and is now called Pawate Nagar, Dharwad-580003. The University is a public authority under the provisions of the Right to Information Act, 2005, which requires certain information to be made available to the general public. The right to information includes access to any information held by or under the control of any public authority and individuals right to inspect the work, document, records, taking notes, extracts certified copies of documents/ records and certified samples of the materials and obtaining information which is stored in electronic form. Information which is exempt from disclosure under Sections 8 & 9 of the Act and information relating to conduct of examinations are not subject to disclosure. However, the University while recognizing every citizens right to information will provide the same in accordance with the provisions of the Act. The Karnataka State Universities Act, 2000 and the Statutes, Regulations, Ordinances and Rules made under University's Act, 2000, the types of information that can be obtained by the citizens and the manner in which they may obtain are enumerated in this hand book called "Karnatak University Information Hand Book". It covers necessary information to be disseminated under Section 4(1) of the RTI Act. The University being a very large organization consisting of several thousand officers and employees every detail cannot be provided and its Rules and Regulation in the form of Statutes, Regulations, Ordinances and Rules covers thousands of pages. Therefore, in the hand book most important informations are provided and the details may be obtained from the Public Information Officer/Assistant Public Information Officer of the University.

1. Organizational Structure of the University

Organizational structure of the University is built on the basis of the provisions contained in the K.S.U. Act, 2000. It consists of officers and authorities of the University. The section 11 of the K.S.U. Act, 2000 provides for the hierarchy of officers and the **Table-1** enumerates the organizational structure of the University. Apart from officers, chapter IV of the K.S.U. Act, provides for the authorities of the University, consisting the Syndicate, Academic Council, the Finance Committee, Board of Studies, Faculties and the like. These authorities are expected to make Statutes, Regulations, Ordinances, Rules and are authorized to take such decisions for the smooth functioning of the University. The details of their powers and functions are enumerated in the K.S.U. Act and information regarding functioning of the authority may be obtained from the Public Information Officer/ Assistant Public Information Officer of the University.

2. Powers and duties of the Officers and Employees of the University

The Officers and employees of the University exercise such powers and perform such duties as prescribed by the K.S.U. Act and Statutes, Regulations, Ordinances or Rules made by the University Authorities constituted under the K.S.U. Act. As there are large number of authorities, officers and employees it is not feasible to reproduce in detail the powers, functions and duties of all of them. However, information about the same may be obtained from the Public Information Officer/Assistant Public Information Officer.

3. Channels of Supervision and Accountability

Normally, officers of the University implement the decisions of the various authorities constituted under the K.S.U. Act and the procedures of decision making are also provided in the K.S.U. Act. The K.S.U. Act establishes a scheme of supervision and accountability and the hierarchy of officers provides for the same.

4. Boards, Committees and Councils

The Authorities constituted under the K.S.U. Act and various Committees under the University Statutes, Ordinances and Regulations carry out their function emphasizing transparency and accountability and their minutes are subject to disclosures in accordance with the provisions of the RTI Act.

5. Budget and Related matters

As per the provisions of the K.S.U. Act, 2000, the University budget estimates are prepared every year and they are discussed and passed in the Academic Council. The budget estimates are published every year and it is subject to the approval of the State Government.

6. University Website

The University website www.kud.ac.in contains all relevant information relating to the functioning of the University. Basically, the provisions of the Karnataka State Universities Act, 2000, and important Statutes, Regulations, Ordinances and Rules are displayed in it. The details also can be obtained from the Public Information Officer/ Assistant Public Information Officer of the University.

7. Public Information Officers of the University

For the purpose of the RTI Act, as required under section 4 (1) (b) (xvi), Public Information Officers/Assistant Public Information Officers and the Appellate Authority of the Karnatak University, Dharwad have been designated as per Syndicate Res. No. 09 dated 25.11.2013 vide Table – 2 which is appended here with.

TABLE -2**KARNATAK UNIVERSITY, DHARWAD****Reconstitution of Public Information Officers (P.I.O.s') and Asst. Public Information Officers (A.P.I.O's) under Section 5(1) and Section 5 (2) of the Right to Information Act – 2005.**

Public Authority		Public Information Officers (As per Section 5(1) of RTI-2005)	Assistant Public Information Officers (As per Section 5 (2) of RTI, 2005)	The nature of Information to be supplied	Appellate Authority (As per Section 19(1) of RTI, 2005)
1		2	3	4	5
Karnatak University, Pavatenagar, Dharward-580003	1	Registrar(Evaluation) Karnatak University, Pavatenagar, Dharwad-580003	1) Dy. Registrar (Evaluation) 2) Asst. Registrar (Evaluation) 3) System Anylist, Computer Centre	Information relating to examinations, marks cards, degree certificates, Answer papers, List of Panals of teachers and matter relating to computer etc.	The Registrar Karnatak University,Pavatenagar, Dharward-580003 or any Officer of the University designated by the University in this regard.
	2	a) Deans, of Faculties of Arts/Science & Technology/Commerce/ Management/ Education /Law /Social Sciences b) Dy. Registrar, Academic Section	1) Asst. Registrar Academic Section 2) Office Superintendent, Academic Section	Information Relating to Admissions to various departments coming under concerned Faculties etc.	-do-
	3	Chairpersons/Co-ordinators /Directors of P.G. Departments	--	Matter relating to work load of teachers preparation of Time-Table etc.	-do-
	4	Finance Officer	1) Dy. Registrar Accounts Section 2) Asst. Registrar Accounts Section	Information relating to Budget, Salaries of Employees, (including of pension) payments and receipts by the University as per budget allocation etc.	-do-
	5	Dy. Registrar DPAR	Asst. Registrar, DPAR	Information relating to Administrative & service matters of University Employees, etc.	-do-

	6	Librarian, K.U. Library	Dy. Librarian / Asst. Librarian, K.U. Library	Information relating to equipments of b and journals etc.
	7	Director, Students Welfare	Office Supt. DSW Office/ Wardens of Hostels.	Information relating to Hostels ameniti Students, conduct of NET Exam etc.
	8	Director, College Development Council.	Office Supt. CDC/Affiliation.	Affiliation of Colleges, UGC grants, Major & Minor Pro information etc.
	9	Principals of Constituent Colleges Viz, Arts & Commerce /Science /Music/ Education/ Law/P.U. College (Arts, Commerce & Science) /Public School & Head Mistress, Pra-Primary School	Office Suptds. of Concerned colleges & Head Mistress Pra-Primary School	Information relating to Admissions students, enrollment of students, disci etc.
	10	Development Officer	Office Supt. of Planning & Development Section	Information relating to UGC g (Payments) Scheme, Fellowships, Pro etc.
	11	Resident Engineer,	Assistant Engineers/Jr. Engineers/O.S. Building Dept	Information Relating to Maintenance University Lands & Buildings, Construc and Tender Process including of labours
	12	Director, School of Correspondence	Dy. Registrar, School of correspondence	Information relating to Distance Educa /External Courses
	13	Director Physical Education	Asst. Directors, OS, Physical Education/ Sports Section	Information Relating to Physical Educa Sports etc
	14	Director, Academic Staff College.	Office Supt. Academic Staff College,	Information Relating to orientation refresher courses, etc
	15	Administrators of K.U. P.G. Centres of Gadag, Haveri & Karwar.	--	Matters relating to Admission of studen PG Centres etc.

	16	Dy.Registrar, SC/ST Cell	Office Suptd. SC/ST Cell	Information Relating to Scholars Fellowships etc.
	17	Medical Officer, Health Centre	--	Information relating to Health Centres
	18	Horticulture Officer	--	Information relating to Horticulture & Ga etc.
	19	Workshop Officer Central Workshop	--	Information relating to Workshop, Unive Vehicles & its maintenance etc.
	20	Director Prasaranga/Publications	Asst. Director, Prasaranga	Information relating to Prasar Publications of books, Journals etc.
	21	Coordinators Ambedkar/ Basava/Kanaka/Jain/SSK/ Vivekananda/Veman/Tippu/ Zakkir Hussain/Gangubai Hangal /Canara Bank /DC Pawate chairs	--	Information relating to admission of stu to Peethas/ Chairs etc.
	22	Co-ordinator, NSS Unit	--	Relating to organization of NSS activities
	23	Co-ordinator OBC/Minority Cell	OS OBC, Minority Cell	Information Relating to Scholarship students etc.
	24	Co-ordinator Cat-I Cell	--	Information relating to Scholarship to stu etc.
	25	Director Women Studies	--	Information relating to women studies etc.
	26	President P.G. Gymkhana	--	Information relating to PG Gymk activities etc.
	27	Co-ordinator, Equal Opportunity Cell	--	Information relating to IAS/IPS coac centre and other Remedial Courses etc.
	28	Asst. Registrar, DPAR (Scholarship)	O.S. Scholarship Section	Information relating to Scholarship / Medals etc.
	29	Asst. Registrar, DPAR (GAD Section)	O.S. GAD Section	Information relating to Labour Contr Process of Tenders /Guest House etc.

	30	Asst. Registrar (Inward/Outward)	O.S. Inward/ Despatch/ Outward Section	Information relating to Inward / Outward Tapals etc.
	31	O.S. Stores & Purchase		Matter relating to Stores & Purchase etc.
	32	Director, Information & Technology		Information relating to Information Technology etc.
	33	Director, Information Cell	--	Statistical Information relating to University/Constituent/ Affiliated Colleges (Teachers & Students) etc.
	34	Director Printing Press	--	Information relating to Printing Press etc.
	35	Chief Employment Officer Employment Bureau		Information relating to registration of Employment and conducting of employment awareness Camps etc.
	36	University Science Instrumentation Centre	Director USIC	Information Relating to USIC etc.
	37	Dy. Registrar/Spl. Officer Syndicate Section	OS Syndicate Section	Information relating to Syndicate Resolutions, Appointment of Dy. Chairpersons of Departments, AC Syndicate Members etc.

NOTE : Further it is informed that if any of the Heads are not included in the list of P.I.O.s' & A.P.I.O.s' shown above such Heads are requested to be sought by the Applicant as sought by him under designation of the Special Officer, DPAR, KUD with the approval of Registrar. It is further clarified that the fee sent as initial fee by Applicant along with his/her application under RTI Act 2005 is in the name of PIO and not in the name of Finance Office. The Heads of the Sections/Departments who receive such applications are requested not to return the PO on the ground that it is in the name of PIO. In such situations they should accept the RTI application & send the P.O. to the F.O., KUD and also furnish the information to the Applicant as prescribed under the RTI Act – 2005. This procedure should be strictly followed without any deviation.

8. Procedure of obtaining information

Any person, who desires to obtain information, may make a request either in writing or through electronic means either in English or in Kannada to the Public Information Officer/ Asst. Public Information Officer, specifying the particulars of information in the format 'A' (Annexure-I) or in any other format containing the particulars specified under the format.

The Public Information Officer / Assistant Public Information Officer will dispose of an application for information in accordance with the provisions of the RTI Act as expeditiously as possible and in any case within 30 days of the receipt of the request.

Any person aggrieved by the decision of the Public Information Officer / Assistant Public Information Officer may prefer an appeal to the Appellate Authority, namely the Registrar, Karnatak University, Dharwad within 30 days from the date of receipt of the decision.

9. Fees

Any person desirous of obtaining information is required to pay an initial fee of **Rs. 10** per application.

For providing information a fee of **Rs. 2/-** per page of matter in A-4 size paper be paid by the applicant. For providing information in the form of maps, plans, reports or technical data, a reasonable fee fixed by the Public Information Officer shall be paid. As regards inspection of records and documents no fee for the first hour but for every subsequent half an hour or fraction thereof, Rs. 20/- shall be paid. For providing information of Diskette or Floppy or C.D. or in any other electronic mode the fee shall be **Rs. 50/-**. Under section 7 (3) of the RTI Act, the payment of any further fees would be as determined by the PIO with calculation made to arrive at the said amount.

10. This handbook is made available to the public at the reception counter of the University Administrative Building, Pawate Nagar, Dharwad and in the offices of Public Information Officer and the Assistant Public Information Officer. The general public have the access to it. For further details one may contact, the Public Information Officer/ Assistant Public Information Officer of the University.

OBJECTIVES

1. To develop and maintain the educational institutions under the Karnatak University dedicated to organization, conduct and promotion of educational pursuits for under-graduate and post-graduate studies.
2. To initiate, sustain and promote research in various faculties of studies in the University .
3. To undertake endeavors to subserve the above objects.

BRIEF HISTORY

Established initially at Mumbai in 1949, the location was shifted to Dharwad in October, 1949 and Karnatak University had its official inauguration in March 1950. Covering a vast expanse of 758 acres on the hill named 'Chota Mahabaleshwar' one of seven hillocks on which Dharwad is beautifully perched inviting comparison with Rome, the University has its own ambience with a sylvan setting of undulating greenery. Though spacious initially the campus now looks small with 49 Departments that have come up during the half century or so of its historic existence. The University in its formative years had the leadership of Dr. D.C. Pavate as the Vice-Chancellor (1954-1967) who gave it a shape all its own with symmetry that merges with the environ that spells harmony. The rocky edifice built in magnificent style is a tribute to his genius as the architect with a matching academic input, the faculty, to earn the campus the name, Pavate Nagar for posterity. The galaxy of Vice-Chancellor that lent their shoulders to the wheel of progress, the dons and the deans brightening the academic horizons and the illustrious band of the students spanning out for and wide holding coveted positions have all given it in aura of eminence that now the University today is rated as one of the handful Universities in the Country with a potential for Excellence, as identified by NAAC by giving a five star status which only a handful of Universities have been able to achieve. UGC recently has granted an outlay of rupees 25 crores the newly created Departments like Genetics, Microbiology, Reproductive Health Management bid fair to do well besides the established departments of yore with a track record of Academic Excellence. The Karnatak University has Postgraduate Centers at Karwar 6 acres, catering to fisheries, at Haveri and Gadag. Needless to mention P.G. Programmes in leading colleges at Dandeli, Gadag, Haveri, Dharwad, Hubli. The second oldest in the State, Karnatak University with 49 P.G. Departments, 3 P.G. Centers, 5 Constituent Colleges, 261 Affiliated, Colleges with 214 P.G. teachers, 2549 U.G teachers, 4748 PG students and 108774 UG students in a community of academics, all drawn in the adventure of learning from the four districts of Northern Karnataka. In the nearly 1000 km stretch between the erstwhile Bombay and Karnataka, Karnatak University, Dharwad with its tower and the clock with radium hands and figure, as time ticks by, radiate the light of learning beckoning alumni all around.

**"University stands for humanism, tolerance, reason,
adventure of ideas and search for the truth."**

DUTIES OF THE UNIVERSITY

1. 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.
2. To carryout Research on various issues of Science and issues of science relevance
3. Extension activities

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 through formal and also non-formal education stream like Correspondence and Distance Education by the Directorate.
- To facilitate the conduct of add-on courses of duration shorter than the regular ones.
- To undertake various activities so as to supplement the efforts of research and teaching for various degrees and diplomas. This would also include conferring honorary degrees and cooperation with other Universities/other institutions/other bodies.
- To establish specific centre's 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 and halls of residence.
- To undertake extension activities in the areas relevant

MAIN ACTIVITIES OF THE VARIOUS SECTIONS/ OFFICERS OF THE KARNATAK UNIVERSITY

1.	Syndicate Section Staff Pattern : Office Supdt. Asst. Office Supdt. Senior Assistant Jr. Assistant Typist Group – D	<ul style="list-style-type: none"> • Constitution/ reconstitution of authorities of the University, viz. Syndicate, Academic Council, Finance Committee, Board of Studies, Faculties etc. • Constitution/ reconstitution of Statutory Boards, non-Statutory Boards/ Committees of the Syndicate Section • Appointment of chairpersons of various PG Departments and Board of Studies • Designation of Deans of various Faculties. • Notifying the Statutes assented by the Chancellor • Conduct of meetings of the Syndicate, preparation and dispatching of agendas and proceedings of the Syndicate
2.	Academic Section: Staff Pattern : Deputy Registrar /Special Officer Assistant Registrar Office Supdt. Asst. Office Supdt. Senior Assistant Jr. Assistant Typist Class IV	<ul style="list-style-type: none"> • Approval of admissions of students admitted to various undergraduate courses including students admitted in Sir Siddappa Kambli University College of Law Dharwad. • Issue of eligibility certificates to the Foreign Nationals and NOC for admission on transfer to other University students getting admission to the undergraduate courses in affiliated colleges. • Conduct of Meetings of Academic Council, Faculties, and issue of permission letters to the Chairpersons of the Board of Studies for conducting the BOS Meetings etc., • Preparation of Academic Rules/Regulations, Scheme of Examinations and such other Rules pertaining to academic matters • Recognition of Centres for conducting Research activities • Approval of admissions for the students admitted to the PG courses Karnatak University and its affiliated colleges & Sir Siddappa Kambli University College of Law Dharwad. • Issue of eligibility certificates to the foreign nationals and NOC to the non-Karnataka students for getting admission to the Postgraduate Courses in affiliated colleges. • Admission process of PG Courses/Law Courses and Calendar of Events of PG Academic Programmes. • Registration of research students for Ph.D. and M. Phil. courses and declaration of result
3.	Development Section: Staff Pattern : Development Officer Office Supdt. Asst. Office Supdt. Senior Assistant Jr. Assistant Typist Group – D	<ul style="list-style-type: none"> • Facilitating conduct of Research activities in the University. • Maintenance of records of all research activities undertaken by the teachers of the University. • Act as liaison section between UGC/ CSIR/ DST/ DBT/ AICTE/ ISRO and such other funding agencies for the research activities. • Preparation of Annual Reports of the University. • Collection and compilation of data relating to the academic activities of the University and Affiliated Colleges
4.	General Administration Dept. Staff Pattern : Deputy Registrar / Assistant Registrar	<ul style="list-style-type: none"> • Labour contract / Security / Typewriter Service/ Xerox tender etc. • Group Insurance/ GSLIS/ Fire Insurance • Arranging Foundation Lectures

	Office Supdt. Asst. Office Supdt. Senior Assistant Jr. Assistant Typist Group – D	<ul style="list-style-type: none"> • Answering LA Questions • Renewal of membership of University in AIU/ IIPA etc. • Maintenance of New & Old Guest Houses • And other works as per the instructions of the higher officers
5.	Stores & Purchase Section Staff Pattern : Office Supdt. Asst. Office Supdt. Jr. Assistant Typist Group – D	<ul style="list-style-type: none"> • Deals with the procurement of stationery required for the University and its distribution to various Offices/ Publication of Advertisement/ Sale of Raddi/ Rate contract for Chemical, Glassware and minor Lab Equipments/ Sale of Tender forms for Health Centre/ B.P.C.
6.	Inward & Outward Section: Staff Pattern : Assistant Registrar Office Supdt. Asst. Office Supdt. Senior Assistant Jr. Assistant Typist Group – D	<ul style="list-style-type: none"> • All communications except D.O. letters to University are received in this Section. After registering letters, this will be sorted-out section-wise and sent to the sections concerned. • Despatch of all Letters / circulars / orders / notifications issued by the University • Urgent messages/ urgent letters sent through the Speed post /Register A.D / Courier respectively
7.	Examination Branch: Staff Pattern : Registrar (Evaluation) Deputy Registrar (Evaluation) Asst. Registrar (Evaluation) System Analyst Office Supdt. Asst. Office Supdt. Programmer Sr. Asst. Computer / Data Entry Operators / Stenographer Jr. Asst / Typists Group - D	<ul style="list-style-type: none"> • From pre-examination work till the announcement of results of the examinations of all the UG/ PG/ Diploma & Certificate Courses run by the Karnatak University • Management of Ph.D./ M. Phil./ UG/ PG/ Diploma & Certificate Courses • Issue of Marks Cards/ Degree Certificate/ Passing Certificate etc. • RT, RV and CV • Malpractice cases • Statement of Marks corrections • Name corrections • Board of Examiners Appointment • Appointment of Question Paper setters • Appointment of Examiners • Appointment of Squad • Appointment of Senior Supervisor • Appointment of Practical Examiners • Issue of Special Certificates • Issue of Rank Certificates • Question Papers Distribution • Issue of Degree Certificates/ Gowns and other Convocation works purchase of stationery equipments and placing of Tender order to print M.C.S Answer Book etc., if required.

8.	PG Departments: Staff Pattern : Chairperson of Department Professor / Associate Professor/ Assistant Professor Sr. Asst. /Jr. Asst / Typist Lab. Staff (for Science Depts.) Group – D	<ul style="list-style-type: none"> • University has about 49 PG Departments offering PG courses in Arts, Science, Commerce, Education and Law. Some of the Departments also offer PG Diploma courses and certificate courses. • List of Courses offered by the University is available from admission brochures issued at the time of commencement of academic year. • Admission to these courses will be made as per the admission regulations issued from time to time (please refer to Prospectus)
9.	University Library: Staff Pattern : Librarian Deputy Librarian Asst. Librarians Office Supdt. Asst. Office Supdt. Senior Assistant Jr. Assistant Binder Typist Group - D	<ul style="list-style-type: none"> • Collection development of Information Resources and allied materials in an effort to support the University, to achieve its objectives • Organization and management of information resources • Dissemination of information through various services • Access to full text journal articles and extension of internet browsing facility • Conducting user education to promote the use of information through library user guide, orientation, exhibition of books etc. • Extension of the bounds of knowledge through publications • Purchase of Stationery equipment, books, periodicals etc. related to Library.
10.	University Constituent Colleges/ Pre-University College/University Public School: Staff Pattern : Principal/Chairpersons of Depts. Professor/Associate Professor Assistant Professor Office Supdt./Asst. Office Supdt. Sr. Asst./ Stenographer/Jr. Asst Technical Staff /Group – D	<ul style="list-style-type: none"> • Constituent Colleges are offering degree courses in Arts, Science, Commerce, BCA, BCS, BBA, Music, Education, Law & MTA etc. • Pre-University College is offering courses in Arts, Commerce and Science. • The University is also running the Higher Secondary Residential School called “ University Public School”
11.	Directorate of Students Welfare: Staff Pattern : Director Office Supdt. / Asst. Office Supdt. Senior Assistant/Jr. Assistant Typist/ Group - D	<ul style="list-style-type: none"> • Management of hostel facilities in the University. • Sanctioning of Grants to the Hostels for boarding and lodging for the welfare of SC/ST and Cat-I students. • Purchase of Utensils, Cots, Beds, Tables, chairs, almerahs and other furnitures/ materials for requirement for the hostels • Disbursement of scholarship to the physically handicapped students • Disbursement of ‘Students Safety Insurance’ for death/ permanent/ partial disability students (i.e. medical charges) • Issue of Railway/ Bus concession to P.G. students for education purpose • Conducting of zonal youth festival • Attestation of marks cards and other records of students • Conducting of workshops on personality development, communication skills and women empowerment, debate competition • Providing Internet facility to the students • Conduct of National Eligibility Test for the Candidates.

12.	College Development Council: Staff Pattern : Director Office Supdt. Asst. Office Supdt. Senior Assistant Jr. Assistant Typist Group – D	<ul style="list-style-type: none"> • Affiliation of new colleges/courses with the concurrence of the State Government and renewal of affiliation to existing colleges, inspection of colleges etc., as per KSU Act/Statutes. • Established for the purpose of proper planning, integrated development of the colleges and to provide the colleges necessary help and guidance. • The responsibility is to monitor the development of the colleges coming under the UGC Act, 1956 under Section 2 (f) and 12(b) and arrange to procure funds for building, various infrastructural facilities and development work, sanction of FIP, minor/ major research project to the teachers of constituent / affiliated colleges. It acts as liaison office between the UGC and the Colleges
13.	Directorate of School of Correspondence Education: Staff Pattern : Director/Deputy Registrar /Office Supdt. /Asst. Office Supdt./Senior Assistant / Jr. Assistant/Typist/Group – D	<ul style="list-style-type: none"> • The Directorate offers under-graduate, postgraduate, PG Diploma and other certificate courses for pursuing the courses through Correspondence mode. • Other issues related and incidental to the above.
14.	Directorate of Physical Education: Staff Pattern: Director Deputy Director Asst. Director Office Supdt./Asst. Office Supdt. Senior Asst./ Jr. Asst./ Typist/Group-D	The main activities are to inculcate and develop sports and physical activities among college students and University and to promote sportsmanship and healthy life style
15.	Prasaranga: Staff Pattern : Director/Deputy Director Asst. Director Office Supdt./ Asst. Office Supdt. Proof Reader/Jr. Assistant/Typist Driver/Group – D	<ul style="list-style-type: none"> • Publication of text books authored by the renowned persons which are helpful to the academic field and to hold Endowment lectures. • A sales counter is also opened for selling of text books and other books published by Prasaranga
16.	Uni. Printing Press : Staff Pattern : Director/Deputy Director/Asst. Director Technical Staff: Technical Supervisor Industrial Supervisor Senior Proof Readers Senior Compositor Senior Machine Minder Senior Binder/ Proof Readers Computer Time keepers/ Other Technical Staff Non-Technical Staff Office Supdt. Asst. Office Supdt./Store Keeper/ Senior Asst./Jr. Assistant/Group – D	<ul style="list-style-type: none"> • Printing of materials required for the University • Practice Journals of students of Mass Communication and Journalism • Apprenticeship Training course in printing trades
17.	Academic Staff College: Staff Pattern : Director/Deputy Director Asst. Director/Office Supdt./ Asst. Office Supdt./Jr. Assistant/ Typist/ Group - D	<ul style="list-style-type: none"> • Conduct of Refresher Courses and Orientation courses to the college teachers for enriching their knowledge for the present syllabi and technology • For this purpose the UGC will fund for the entire expenditure
18.	Equal Opportunity Cell: Staff Pattern :	<ul style="list-style-type: none"> • Conduct of coaching classes to the SC/ST and other OBC Students who are preparing to the Civil services

	Coordinator Jr. Assistant/ Group – D	examinations like IAS, IPS and allied examinations conducted by the UPSC agencies
19.	NSS Unit: Staff Pattern : Programme Co-ordinator Junior Assistant (Accounts) Junior Assistant (Adm.)/Typist Group - D	<u>Regular NSS Programme/ Social Camp</u> <ul style="list-style-type: none"> • Construction of Roads, Community Halls, Class rooms, Janata Houses, Bus Shelters, Compound walls and other amenities etc. • Blood Donation Camps, Health Check-up camps, Eye and Dental Check-up camps • Tree plantation programmes, Digging of pits, Creation of Mini ponds • Conduct of Socio-Economic Survey at the villages, Pulse Polio Programme, AIDS Awareness programme • Construction of soakage pits & preparation and leveling of playgrounds of the Schools • Personality Development Programmes for the students and various types of awareness programmes for the students as well as Rural public
20.	Centre for Psychological Counseling: Staff Pattern : Co-ordinator Counselors Jr. Assistant/Group - D	<ul style="list-style-type: none"> • Provides counseling services for the students, teaching staff and non-teaching staff and their families. • The individual counseling services are offered for problems related to attention, concentration, ineffective learning styles, examination stress and anxiety, interpersonal problems and conflicts, time & resource management, stress management, suicide, depression, alcoholism, substance abuse, career planning and decision making
21.	Dr. B. R. Ambedkar Study Centre: Staff Pattern : Coordinator Junior Asst / Typist/ Group – D	<ul style="list-style-type: none"> • Centre conducts programmes on Dr. B.R. Ambedkar's Thoughts and also conducts extension activities. • Offers Diploma Courses in Ambedkar Studies
22.	Yoga Centre: Staff Pattern : Chairman Yoga Teaching Assts./ Lab. Asst. Group - D	<ul style="list-style-type: none"> • Conduct of yoga classes to University employees /students
23.	Legal Cell: Staff Pattern : Legal Advisor/Co-ordinator Office Supdt./ Asst. Office Supdt. Sr. Asst / Stenographer/ Jr Asst. / Typist / Group – D	<ul style="list-style-type: none"> • Advising the administration in all legal matters • Entrusting cases of the University to the empanelled advocates its monitoring • Preparation of parawise comments in complicated cases.

24.	<p>Scholarship Section Staff pattern: Office Supdt. Asst. Office Supdt. Sr. Assistant Jr. Assistant Typist Group - D</p>	<ul style="list-style-type: none"> • Award University Research Studentships, in general, out of the University budgetary provision • Award of JRF/ SRF under UGC/ CSIR Schemes • Award of JRF/ SRF under ICHR Schemes • Award of JRF/ SRF under ICMRs Schemes • Award of JRF/ SRF under BPRD's Schemes • Award of JRF/ SRF for SC/ STs under RGNF scheme of UGC/ Central Government • Award of Post-Doctoral Fellowships for SC/STs under UGC • Award of JRF for meritorious students in Science under UGC Scheme • Award of Nilekani Scholarship to pursue Ph.D. course • Award of Deshpande Scholarship to pursue M.Phil. course at Marine Biology • Dr. A.M. Pathan Scholarship for Best students of the University every academic year • Award of National Merit Scholarships to pursue P.G. courses • Award of OBC's Scholarships to pursue P.G Courses • Award of Scholarships for Physically Handicapped Students to pursue P.G. courses • Award of UGC Single Girl Child Scholarship to pursue PG courses • Award of UGC Scholarships for 1st and 2nd Rank holders to pursue PG courses • Award of University studentships to pursue PG courses • Process for awaiting the Scholarships from Karnataka Science and Technology Academy, Bangalore to pursue B.Sc degree course • Institution of endowments towards the Gold Medals, Prizes, Scholarships and endowment lectures and implementation/ award of all 165 Gold Medals, 44 Prizes and 80 Scholarships every year • In addition, 93 Nijalingappa Nidhi Scholarships for children of Primary School Teachers of Mumbai Karnataka to pursue UGC course • Any other Scholarship which introduced by different authorities from time to time
25.	<p>SC / ST Cell: Staff Pattern : Deputy Registrar Office Supdt. Statistical Assistant Senior Assistant Jr. Assistant Jr. Asst-cum-Typist Group - D</p>	<ul style="list-style-type: none"> • EBL of Mess Advances facility to PG: UG: PUC & UP School students • Compulsory Study Tour facility to PG: UG and PUC students • Research Fellowship Facility to Ph.D. and M. Phil. Students • Text Book facility to University & Constituent Colleges Libraries • Typing & Shorthand Facility to PG: UG and PUC students • Uniform/ Study Material facility to University Primary School students • Educational Loan Facility to University Employees pursuing Ph.D. works • Coaching Facility to UG: Ph.D.: M.Phil. students for HRDP Training • Gold Medal Award facility to First Rank to P.G. students

26.	Building Department: Staff Pattern : Resident Engineer Asst. Executive Engineer Asst. Engineer Jr. Engineer/Tracer/Technical Asst. Office Supdt. / Asst. Office Supdt. Sr. Asst. /Jr. Asst / Typist/Driver Group – D	<ul style="list-style-type: none"> • Arrangements for the meetings and functions. • Maintenance of Guest House • Allotment of University Quarters to the Staff of Karnatak University. • Maintenance of all the buildings and University land. • Taking up & Monitoring of Construction of new buildings • Maintenance of Water supply; Electricity supply and other amenities to the buildings, quarters • Conduct of meetings of Estate Board, Campus Amenities Committee and Quarters Allotment Committee • Proper maintenance of tender documents; estimates and plans of different buildings of the University
27.	D.P.A.R (Establishment) Staff Pattern : Deputy Registrar /Special Officer Assistant Registrar Office Supdt./Asst. Office Supdt. Senior Assistant/Jr. Assistant/ Typist Group – D	<ul style="list-style-type: none"> • Recruitments of non-teaching staff, technical staff and promotions of non-teaching and technical staff and all other service matters • Recruitments of teaching staff and all other service matters will be carried-out by this Section
28.	Department of Gandhian Studies: Staff Pattern : Associate Professor and Chairman Junior Asst / Typist Group - D	<ul style="list-style-type: none"> • The Department conducts programmes on Gandhian Thoughts and related aspects and also undertakes extension activities on Gandhian lines. • Offers PG Diploma course in Gandhian Studies and also offers Ph.D. programme in Gandhian Studies and allied subjects.
29.	Finance Branch: Staff Pattern : Finance Officer Deputy Registrar Asst. Registrar Office Supdt. Asst. Office Supdt. Computer Operator Sr. Asst. Data Entry Operators/Stenographer Jr. Asst / Group - D	<ul style="list-style-type: none"> • Management of all the financial matters of the Karnatak University. • Receipts of Grants from various sources and its expenditure for various purposes within the rules framed by the University • Inviting tenders for construction of new buildings, repair/maintenance of existing buildings as and when requested by the Engineering Division • Inviting tenders for procurement of furnitures, equipments computers etc., as and when requested by the concerned departments
30.	University Science Instrumentation Centre: Staff Pattern : Director Technical Assistant/Group - D	<ul style="list-style-type: none"> • Repairs & maintenance of scientific equipments / instruments of University Departments

3. Powers and duties of officers and employees under Section 4(1)(b)(ii)

Vice-Chancellor	He/ She will discharge the duties as per Section 15 of Karnataka State Universities Act, 2000 and Statutes
Registrar	He/ She will discharge the duties as per Section 17 of Karnataka State Universities Act, 2000 and Statutes
Registrar (Evaluation)	He/ She will discharge the duties as per Section 18 of Karnataka State Universities Act, 2000
Finance Officer	He/ She will discharge the duties as per Section 19 of Karnataka State Universities Act, 2000 and Statutes
Deans	A Professor in each faculty, according to seniority shall by rotation act as a Dean for a period of two years and they will advice the University in all academic matters as per Section 21 of Karnataka State Universities Act, 2000 and other functions as prescribed by the Karnatak University Statutes
Principals of University Constituent Colleges	The whole administration of the College, as per Statutes and decisions of the Syndicate and to carry out directions of Vice-Chancellor / Registrar
University Librarian	He will discharge his duties as prescribed in Statutes
Director, Planning, Monitoring and Evaluation Board	He will discharge his duties as prescribed in Statutes
Director of Students Welfare	He will discharge his duties as prescribed in Statutes
Director, College Development Council	He will discharge his duties as prescribed in Statutes
Director of Physical Education	He will discharge his duties as prescribed in Statutes
Director, School of Correspondence Education	He will discharge his duties as prescribed in Statutes
Director, Prasaraanga	He will discharge his duties as prescribed in Statutes
Chairpersons of Department	They will discharge their duties as prescribed in Statutes
Other Directors/ Special Officers/ Co-ordinators of Offices/ Study & Research Centres	They will discharge their duties as prescribed in Statutes
Professors / Associate Professor / Assistant Professor	They will carry out teaching assignments as per UGC/ University / Government norms and other Research activities.
Deputy Librarians	They will deputize for the University Librarian in connection with Library activities
Assistant Librarian	They will assist the University Librarian and Deputy Librarians for smooth running of the Library activities
Deputy Registrar /Assistant Registrar	Will exercise such powers as may be delegated to him from time to time by the Registrar and the Vice-Chancellor. He Deputizes for the Registrar/ Registrar (Evaluation/ Finance Officer as the

	case may be and co-ordinates the work of sections entrusted to him by the authorities on priority basis.
Deputy Director, Prasaranga	He / She will deputizes for the Director in conducting endowment lectures, publication of Books etc.,
Co-ordinator, Prasaranga	He will co-ordinate with the Director / Deputy Director in conducting endowment lectures, publication of Books etc., and also manages the Prasaranga Sales Unit located at Central College Campus
Assistant Director, Prasaranga	He will co-ordinate with the Director / Deputy Director in conducting endowment lectures, publication of Books etc.,
Resident Engineer	He will look after the constructions/ maintenance of entire University buildings and routine administration of the Engineering Division and also to take up the emergency works entrusted by the authorities
Assistant Executive Engineers	They will assist the Resident Engineer in connection with construction / maintenance of entire University buildings and also to take up the emergency works entrusted by the authorities
Assistant Engineers	They will assist the Resident Engineer and Assistant Executive Engineer of the University in connection with construction / maintenance of entire University buildings and also to take up the emergency works entrusted by the authorities.
Junior Engineers	They will assist the Resident Engineer and Assistant Executive Engineer of the University in connection with construction / maintenance of entire University buildings and also to take up the emergency works entrusted by the authorities
Superintendents	<ul style="list-style-type: none"> The files submitted by the case-workers will be scrutinized by the Superintendent & submits the files to the Assistant Registrar/ Deputy Registrar concerned. He will be incharge of the whole Section, guide the subordinates, supervise and co-ordinate the work of the Section and follow the procedure laid down by the University manual / Rules/ Regulations Statutes in taking decisions in the proposals by observing the channel of hierarchy and accountable for the turnover of the Section work. Any other subjects which may be entrusted by the higher authorities
Garden Superintendent	He will look after the maintenance of Garden Works of entire Karnatak University
Garden Supervisor	He will assist the Garden Superintendent for maintaining the gardens of Karnatak University
Senior Assistant	<ul style="list-style-type: none"> Senior Assistant / Assistant works under the orders of the Superintendent and is responsible for the work entrusted to him. Each Assistant / Senior Assistant in a section is allotted a certain number of subjects headings to deal with. His / her main duties are to maintain the Assistant Diary to examine and put-up suitable notes and drafts on cases promptly and submit them to the Superintendent after properly referencing and paging them

	<ul style="list-style-type: none"> • to maintain properly the Standing Guard Files and other necessary registers • to keep papers and files in tidy conditions • to ensure that reports/returns if any, are received / submitted at the appropriate time • To generally, assist the Superintendent in whatever manner he / she may desire in the proper functioning of the Section.
Junior Assistant	<ul style="list-style-type: none"> • The Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases • In addition, Junior Assistant should assist the Sr. Assistant & Superintendent in the preparation of statements and periodicals returns, issue of reminders and comparing fair copies
Senior Stenographer	<ul style="list-style-type: none"> • A stenographer is a skilled member of the staff who is employed for stenographic work. However, he / she may be called upon to type confidential papers, whenever necessary • The stenographers attached to the officer would act as their 'Personal Assistants' and would generally assist the Officers in such a manner as the latter may direct
Typist	<ul style="list-style-type: none"> • Typists should attend to typing work which should be characterized by speed, accuracy, cleanliness and neatness. He/she should also attend to comparing work when called upon to do so.
Group - D Staff	<ul style="list-style-type: none"> • To keep the Office neat and tidy • To deliver the files / tappals to other sections / depts. as per the instructions of the Superintendents; • Carrying out the functions and duties entrusted to him / her on the same day
Driver	To attend the Driving work and proper upkeep and maintenance of vehicles attached to them
Gardener	To attend for the Gardening work entrusted by the Garden Superintendent / Supervisor
Cook	Cooking works in the Hostels / Guest House
Technical staff	They will assist the teachers for conducting of the practical classes and also maintain the Laboratories well cleaned
Other Technical Staff of Laboratories of different Science Depts.	They will assist the teachers for conducting of the practical classes and also maintain the Laboratories with well cleaned

Technical Staff of University Science Instrumentation Centre	Repair and maintenance of Scientific equipments will be carried out by these staff
University Printing Press Staff	All types of printing works will be carried by the technical staff of Printing Press
Computer Personnels	They will carry out the computer related works assigned by the higher officers

(The above duties, responsibilities and powers are not exhaustive but only indicative in nature and does not confirm any legal or administrative right on any employee)

4. Procedure followed in the decision making process including channels of supervision and accountability under Section 4 (1)(b)(iii) :

The files submitted by the caseworker will be scrutinized by the Superintendent and they will be submitted in turn to the Assistant Registrar / Deputy Registrar concerned. Later, in the same hierarchy the Assistant Registrar / Deputy Registrar will submit the files to the Registrar for seeking orders, if required it will also be sent to Vice-Chancellor for approval.

Decisions on Various important matters are taken by the appropriated authorities of the University as per the procedures laid down under various Ordinances, Rules and Regulations of the University.

5. The norms set by the Karnatak University for the discharge of its functions under Section 4(1)(b)(iv):

University will discharge its functions according to procedure of Office Manual subject to provisions of the KSU Act, Statutes and Ordinances.

6. Rules, Regulations, Instructions, Manuals and Records, held by University or under its control or used by its employees for discharging its functions under Section 4(1)(b)(v);

and

A statement of the categories of documents that are held by the University or under its control under Section 4(1)(b)(vi);

- Karnataka State Universities Act, 2000
- Karnatak University Statutes / Ordinances / Regulations / Rules
- University Office Manual
- Various Notifications issued under the Resolutions/Ordinance/Regulations/ Rules
- Financial Estimates / Annual Accounts / Replies to the Audit Observations of the University
- Examination Manual
- Records of the Examinations conducted by the University
- Malpractice Rules / Gracing Rules / Revaluation Regulations
- Ph.D. Regulations
- KCSR / KFC / CCA Rules / Budget Manual / PWD Rules / Manual of Contingent Expenditure.
- Guidelines issued by UGC/AICTE/NCTE/CSIR and other funding agencies issued from time to time
- Rules / Regulations laid-down by the Education Department, Government of Karnataka.
- Minutes of the Syndicate/Academic Council/Finance Committee / Faculties/ Board of Studies / Board of Examiners / Works Committee / Technical Scrutiny Committee and any other Bodies / Committees.
- Syllabus of various courses offered by the Karnatak University
- Local Inquiry Committee's Reports in respect of affiliated colleges
- Tender documents, plans and estimates of various University buildings
- Records pertaining to various research projects undertaken by the University teachers
- Annual Report of the University
- Audit Report of the University
- Various admission brochures
- Records pertaining to admission approvals

PS: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees will remain confidential and not available in the public domain.

Section 4 (1) (b) (xvii) may be referred for further details on confidential matters.

7. Particulars of any arrangement that exists for consultation with, or representative by the members of the public in relation to the formulation of University policy or implementation there of under Section 4(1) (b) (vii):

Mode of public participation:

Various Statutory Bodies of the University, namely the University Syndicate and Academic Council comprises of eminent people from society and nominees of the Chancellor of University (Governor of Karnataka) / Government who directly participate in the affairs of the University.

(a) The University Syndicate has:

- two members nominated by the Chancellor from among educationists or persons from commerce, banking industry or other professions
- six persons nominated by the State Government from amongst eminent educationists of whom
 1. **One** shall be a person belonging to the Scheduled Castes or the Scheduled Tribes
 2. **One** a person belonging to the other backward classes
 3. **One** a women
 4. **One** a person belonging to religious minorities and
 5. **Two** others

(b) The University Academic Council has :

1. One member of the Karnataka Legislative Assembly in respect of each district falling within the University area nominated by the Speaker of Karnataka Legislature.
2. Two members of the Karnataka Legislative Council nominated by the Chairman Karnataka Legislative Council.
3. Three eminent persons representing the industry, commerce, banking or any other profession based within the territorial jurisdiction of the University nominated by the State Government for a term not exceeding three years.
4. Six persons nominated by the State Government for a term of three years from amongst eminent educationists of whom one belonging to the Scheduled Caste or Scheduled Tribes; one belonging to the other backward classes; one representing the women; one representing the religious minority and two representing others.

(c) Besides above, various Bodies / Committees constituted by the University has sufficient public representation.

8. A Statement of the Boards, Councils, Committees and Other Bodies consisting of two or more persons constituted as its part or for the purpose of University advice and as to whether meetings of those Boards, Councils, Committees and Other Bodies are open to the public, or the minutes of such meetings are accessible for public under Section 4(1)(b)(viii):

1. The Syndicate as per Section 28 of KSU Act, 2000
2. The Academic Council as per Section 30 of KSU Act, 2000
3. The Finance Committee as per Section 32 of KSU Act, 2000
4. Board of Studies as per Section 33 of KSU Act, 2000
5. Faculties as per Section 34 of KSU Act, 2000
6. Planning, Monitoring & Evaluation Board as per Section 35 of KSU Act, 2000
7. Board of Appointment of Examiners as per Section 36 of KSU Act, 2000
8. Such other Bodies / Boards University may establish as prescribed by the Statutes from time to time as per Section 27 & 37 of KSU Act, 2000

Note: These Committee meetings are not open to public.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations under Section 4 (1)(b) (x);

The Pay scales of various teaching and non-teaching staff are as prescribed by the UGC/AICTE and the State Government respectively.

11. Budget allocated to each of its agency, indicating the particulars of all the plans, proposed expenditure and reports on disbursements made under Section 4(1)(b)(xi):

The Budget and financial estimates for each department / Office / Centre are as approved by the Finance Committee, Syndicate and presented before the Academic Council for approval. For details Budget Estimates can be referred to.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes under Section 4(1)(b)(xii) :

Not applicable to University. However, please see Section 4(1) (b) (xiii).

13. Particulars of recipients of concessions, permits or authorizations granted by it under Section 4(1) (b) (v) (xiii):

a. Concessions granted by the University:

- 18% of the total number of seats is reserved for candidates belonging to SC/ST (15%+3%). Relaxation to the extent of 5% in the minimum marks is given to the candidates belonging SC/ST and Category-I students of Karnataka to determine their eligibility and merit for admission to the concerned courses.
- 3% seats are reserved for physically challenged candidates for admission to under graduate courses.

- Over and above the sanctioned intake, each PG department of the University will admit students with special claims as detailed below in conformity with the order of merit :
 - Proficiency in Sports and Culture/ NSS/ NCC (with 'C' certificate) only/Ex-Serviceman } - 2 Seats
 - Students from Outside Karnatak University but from other Universities within Karnataka - 1 Seat
 - Students from any University (outside Karnataka) - 1 Seat
 - Kashmiri Migrants - 5% of the Intake
- Exemption of Tuition fees and Examination fees for SC/ST and OBC students as per the Rules framed by the Government of Karnataka from time to time.
- Following facilities provided to the SC/ST & Cat-I students who are pursuing the undergraduate/postgraduate and Ph.D. Courses.
- Free Boarding and Lodging facility
- Monthly fellowship of Rs.2,000/- p.m. for first 1 year and Rs.2,500/- p.m. for next 2 years and Rs. 3,000/- p. m for the 3&4 year for Ph.D. Students
- Contingency amount Rs.3,000 p.a. for Ph.D. Students and Rs. 4,000/- p.a. for Ph.D. (Science) students
- Rs.3,000/- for submission of Ph.D. thesis and Rs. 3,500/- for submission of Ph.D. thesis in Science faculty
- For M. Phil., students monthly fellowship of Rs.1,500/- p.m. for first 10 months+ contingency of Rs.2,000/- and for Science Students Rs. 2,500/- p.m.
- Rs. 1,500/- for submission of M. Phil., dissertation
- Free pre-coaching facility for the competitive examinations like IAS/KAS/NET/SET and other Civil Services Examinations conducted by the Government agencies.

(b) Concessions availed by the University:

The University avails concessions on excise and customs duties on the procurement of the equipments, chemicals etc., for academic projects and laboratories.

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

Action initiated to update the information in an electronic form

15. Particulars of facilities to citizens for obtaining information, including the working hours of a Library or Reading Room, if maintained for public use under Section 4(1)(b)(xv);

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

Through the notice boards, relevant brochures, University Calendars, University Website and various other rules which are available in printed form.

Some of the publications (University Calendar, syllabus of various courses offered in the University/colleges etc.) are priced and can be obtained by paying the stipulated amount.

NOTE: No Library or Reading room is available for the general public.

16. Names, Designations and other particulars of the Public Information Officers under Section 4(1)(b)(xvi);

Updated information available vide Table-2 of the Manual under title "Public Information Officers /Assistant Public Information Officers /Appellate Authority" of the University.

17. Such other information as may be prescribed under Section 4 (1)(b)(xvii). List of information which are withheld from the public :

1. Confidential matters pertaining to examination, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees will remain confidential and not available in the public domain.
2. Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
3. Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
4. Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature.
5. Information which would impede the process of investigation or apprehension or prosecution of offenders.
6. Part of a document where law or regulation prohibits the University from providing the part or portion of a document.
7. Information which relates to personal information the disclosure of which has no relationship to any public activity or interests, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the Appellate Authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information.
8. Annual Confidential Report (ACRs) of officers and employees.
9. Any other information which University classifies as confidential from time to time.

WORKING HOURS

Monday to Friday	10.30 a.m. to 6.00 p.m.
Lunch Break	2.00 p.m. to 2.30 p.m.
Saturday	10.30 a.m. to 2.30 p.m.
Sunday	Holiday

VISITING HOURS

Vice-Chancellor	3.30p.m. to 5.00 p.m. (Except Saturday)
Registrar	3.30 p.m. to 5.00 p.m. (Except Saturday)

FORM – 1**Form of application for seeking information under the Right to Information Act, 2005.**

To,

The Public Information Officer,
.....
.....
.....

1. Name of the Applicant :

2. Address :

3. Particulars of Information :

a) Concerned department :

b) Particulars of information required :

i. Details of information required :

ii. Period for which information asked for :

iii. Other details :

4. A fee of Rs.10/- (Rupees ten only) has been deposited in the office of the Public Information Officer vide receipt No..... dated

Place :

Date :

Signature of Applicant

E-mail address, if any

Tel. No.(Office)

(Residence)

Note: (i) Reasonable assistance can be provided by the Public Information Officer/ Assistant Public Information Officer Form 1.

**ACKNOWLEDGEMENT OF APPLICATION
IN FORM – I**

I.D. No.

Dated

1. Received an application in Form 1 from Shri/Ms..... Resident of under section 6(1) of the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked from can not be supplied the rejection letter shall be issued stating reason thereof.
3. The applicant shall have to deposit the balance fee, if any, with the authorized person before collection of information.

**Signature and Stamp of the
Public Information Officer**

E-mail address

Web-site

Tel. No.

Date.....

FORM -2
REJECTION ORDER
UNDER THE RIGHT TO
INFORMATION ACT, 2005

From,

Date:.....

.....
.....
.....

No.F.....

To,

.....
.....
.....

Sir,

Please refer to your application. I.D. No..... dated..... address to the undersigned regarding supply of information on

2. The information asked for cannot be supplied due to following reasons:-

ii)

iii)

3. As per Section 19 of the Right to Information Act, 2005, you may file an appeal to the Appellate Authority of this Department within 30 days of the issue of this order. (Please indicate the name and designation of the Appellate Authority)

Yours faithfully

Public Information Officer

E-mail address.....

Web-site.....

Tel. No.....

FORM -3
FORM OF SUPPLY OF INFORMATION TO THE
APPLICANT UNDER THE RIGHT TO
INFORMATION ACT, 2005

From,

Date:.....

.....
.....
.....

No.F.....

To,

.....
.....
.....

Sir,

Please refer to your application. I.d. No..... dated..... addressed to the undersigned regarding supply of information on

2. The information asked for is enclosed for reference.

Or

The following partly information is being enclosed.

- i)
ii)

The remaining information about the other aspects cannot be supplied due to following reasons

- i)
ii)
iii)

3. As per Section 19, of Right to Information Act, 2005 you may file an appeal to the Appellate Authority of the Department, within 30 days of the issue of this order. (Please indicate the name and designation of the Appellate Authority)

Yours faithfully,

Public Information Officer
E-mail address.....
Web-site.....
Tel. No.....

Strike out if not applicable

FORM -4
APPEAL UNDER SECTION 19 OF THE RIGHT TO
INFORMATION ACT, 2005

I.D. No. :
(For official use)

Name of the Appellate Authority
Designation of the Appellate Authority
Address of the Appellate Authority

Name of the applicant:
Address :
:

Date of submission of Application in Form 'I':
Date of which 30 days from submission of
Form 'I' is over:
Reasons for appeal

No response received in Form '2'
within 30 days of submission of Form-'1'.
Aggrieved by the response received
within prescribed period
Grounds for appeal

Last date for filing the appeal

Particulars of Information

- (I) Information requested
- (II) Subject
- (III) Period

Place:
Date:

Signature of the Appellant

e-mail address, if any
Ph: Off. :
Res. :

**Appeal by Third Party under Section 19(2) of the Right to
Information Act, 2005**

I.D. No. _____
(For official use)

To,

The

< Officer Senior to Central Public Information Officer Coordinating Central Public Information Officer >

1. Name of the appellant :
2. Address :
3. I.D. No. :
4. Reasons for appeal* :

Place :

Date :

Signature of the Appellant

E-mail address, if any _____
Tel. No. (Office) _____
(Residence) _____
Postal Address _____

- Reasons for appeal should be given specifically for the particular information pertaining to you as a third party and disclosed by CPIO without your consent.