

**NALANDA OPEN UNIVERSITY
PATNA- 800001**

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

PUBLISHED ON 07/08/2009

NALANDA OPEN UNIVERSITY

INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b) OF

THE RIGHT TO INFORMATION ACT, 2005

TABLE OF CONTENTS

S.NO.	SUB- CLAUSE OF SECTION 4(1) b), of THE RTI ACT	DESCRIPTION
1.	(i)	Particulars of the Organization, its Functions and Duties
2.	(ii)	Powers and Duties of officers and employees of the University
3.	(iii)	Procedure followed in the decision-making process, including channels of supervision and accountability.
4.	(iv)	Norms set by the University for the discharge of its functions
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.	(vi)	Statement of the categories of documents that are held by the University or under its control
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
8.	(viii)	Statement of Boards, Councils, Committees or other bodies consisting of two or more persons constituted as a part of the University or for the purpose of its 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
9.	(ix)	Directory of officers and employees of the University
10.	(x)	Monthly Remuneration received by each of University's officers and employees including the system of compensation as provided in its regulations.
11.	(xi)	Budget allocated to each of the University's agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;
12.	(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
13.	(xiii)	Particulars of recipients of concessions, permits or authorizations granted by the University
14.	(xiv)	Details in respect of the information available to or held by the University reduced in an electronic form

15.	(xv)	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
16.	(xvi)	Names, designations and other particulars of the Public Information Officers
17.	(xvii)	Such other information as may be prescribed information related to student admission procedures, academic programmes, examination schedules, results etc.
18.	Annexure I	Information on rates of fees payable for seeking the information.

CHAPTER II SECTION 4(1) OF RTI ACT 2005

1. ***THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES.***

The [Nalanda Open University](#), the largest university in the state of Bihar, was established in march 1987 by an ordinance, promulgated by the Government of Bihar. Later, Nalanda Open University Act,1995 was passed by the Bihar Legislature, replacing the Ordinance, and University came under the authority and jurisdiction of the new Act automatically.

As on date, it serves the educational aspirations of students who could not be admitted in regular system of education or who are financially weak. The University offers Certificate, Diploma, Degree and Ph.D courses. Currently, it has ten Schools of Studies and 30 Study Centers to cater the student requirements.

ORGANISATIONAL STRUCTURE

The Governor of Bihar is the Chancellor of the University. The Executive Council is the principal decision making body of the University. The authorities of the University include Executive Council, Academic Council, Finance Committee, and Schools of Studies. The overall functioning of the University is managed by these statutory authorities. Further details of the organizational structure are available at link www.nalandaopenuniversity.com or www.nou.ac.in

FUNCTIONS AND DUTIES

As per the NOU Act, the University shall endeavor to advance and disseminate learning and knowledge by a diversity of means, including the use of communication technology, to provide opportunities for higher education to a larger segment of the population and to promote the educational well being of the community generally, to encourage Open learning and distance education systems in the educational pattern of the State of Bihar and to coordinate and determinate the standards in such systems.

2. ***The powers and duties of its Officers and Employees.***

The Executive Council is the principle executive body of the University. The Vice Chancellor is the Chief Executive Officer of the University and is the ex-officio Chairperson of the Executive Council, the Academic Council, and, the Finance Committee. The Officers of the University include the Vice Chancellor, the Pro-Vice Chancellors, the Registrars, and the Finance Officer. These officers exercise the powers assigned to them by the NOU Act or those delegated under the Statute, Ordinances or the regulations of the University and perform such functions as are assigned to them.

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

The decisions are made under the provision of NOU Act, Statute, Ordinances and the Regulations.

The Executive Council is the principal executive body of the University, empowered to look after the management and administration of the revenue, finances, and property of the University and the conduct of all administrative affairs.

The Academic Council decides academic policies of the University and gives directions on methods of instruction, evaluation, and improvement in academic standards.

The Finance Committee has been entrusted with the responsibility of supervising the financial affairs of the University.

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 Executive

Council. The implementation of the decision is made by the hierarchal structure at the school/Division/Unit levels as indicated below:

I-Non-Academic Positions

- 1) Junior Assistant cum Typist
- 2) Assistant/Sr.Assistant
- 3) Joint Registrar
- 4) Registrars
- 5) Pro Vice Chancellor
- 6) Vice-Chancellor

II-Academic Position

- 1) Lecturer
- 2) Reader
- 3) Professor/Chief Coordinators
- 4) Consultants
- 5) Pro-Vice Chancellor
- 6) Vice Chancellor

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

The functions are regulated by the NOU Act, Statutes, Ordinances, Regulations and the Rules framed by the Executive Council. The Rules, Regulations and by laws framed by the Academic Council, and Finance Committee are also significant policy framework for the discharge of its functions.

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

The following are the manuals/regulations approved by the Executive Council for discharge of University functions:

- i. . Financial Rules
- ii. Admission Guidelines
- iii. Delegation of Financial Powers
- iv. . Academic Policies

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 Accounts and Annual Reports
- iii. NOU Profile
- iv. 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 Executive Council is the apex decision making body of the University and the Academic Council and the Finance Committee are represented by eminent persons from academic community, professional bodies and the nominees of the Govt. of Bihar etc. who help in the formulation and implementation of the policies and programmes.

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 its 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.

The composition of the authorities of the university has been briefly described under the heading organizational structure at serial 1 above. The meetings of the bodies are open to members and special invitees only. The Minutes of the Council, and Committees are available for reference in the NOU library at Patna and are also proposed to be put on the NOU website.

9. A directory of its officers and employees:

Names of officers and telephone no's are available at NOU website www.nalandaopenuniversity.com under the respective headings.

10. 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:

Sl No.	Description	Pay Scale
1.	Vice-Chancellor	Rs. 25000
2.	Pro-Vice Chancellor	Rs. 18,400 – 22,400
3.	Chief Consultant cum coordinator	Rs. 13000 fixed
4.	Registrar	Rs. 12,000 - 16,400
5.	Joint Registrar	Rs. 10500 fixed
10.	P.A	Rs. 5,000 - 8,000
11.	DEO	Rs. 4500
13.	Assistant	Rs. 5500 - 9,000
15.	Group-D	Rs. 2,550 - 3,200

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

11. 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 with the approval of Finance Committee and Head-wise allocation of funds is made.

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

NOU does not operate any subsidy programmes.

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

There is provision of 25% concession in admission fee for female students.

14. 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.

15. 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.

Citizens have the facility to obtain information from the Registrar, Finance Officer and coordinators .The University observes six working days a week from Monday-Saturday and follows the holidays

pattern of the Govt. of Bihar at the Headquarters at Patna while in the Study Centers provision exists for adjustment of some holidays as per the local importance. The working hours of the University are from 10.30 a.m. to 5.00 p.m.

NOU has its **Central library** located in the H.Q. at Bicomau Bhawan, Patna and library facilities are also available to the NOU students at its Study Centres located throughout the State.

16. The names, designations and other particulars of the Public Information Officers and the Appellate authorities

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

Name of the Public Information Officer/Appellate Authority

Subjects covered	Name of the Public Information Officer	Telephone No.	Name of Appellate Authority	Telephone No.
All matters relating to students admission and examinations, etc.	Dr.S.P.Sinha Registrar(E)	2206916 2201001 (Fax)	Prof. Jitendra Singh Vice-Chancellor	2201019 2201001 (Fax)

17 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. are available with the Students Registration and Evaluation Division while that relating to dispatch of course material to students is available with the Material Production Distribution Division. Important decision effecting students and about NOU programmes are also displayed on the NOUwebsite.

For any other information of general nature, the Registrar(E) NOU, Biscomaun Bhawan,Patna 800001, Ph.No. 2206916 may be contacted.

18. Annexure-I

Annexure-I

The rates of fees payable are as under:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:00 hours on all working days, six days a week with Cooperative Bank (A/C No.....) against proper receipt or by demand draft or bankers cheque payable to the NOU, Patna.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash to be deposited with Cooperative Bank (A/C No.....) against proper receipt or by demand draft or bankers cheque payable to the NOU, Patna. at the

following rates:-

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied:
- (ii) Actual cost or price for samples or models; and
- (iii) For inspection of records, no fee for the first hour; and a fees of rupees five for each fifteen minutes or fraction thereof on each occasion for the same case.

3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:00 hours on all working days, six days a week with Cooperative Bank (A/C No.....) against proper receipt or by demand draft or bankers cheque payable to the NOU, Patna. at the following rates:-

- (i) For information provided in diskette or floppy, if available, rupees fifty per diskette or floppy: and For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.