

SECTION 4 (1) (b) OF THE RIGHT TO INFORMATION ACT 2005

OF



Maharaj Vinayak Global University, Jaipur

University Campus: Dhand, Tehsil- Amer, Jaipur-Delhi National
Highway, NH-11C, Jaipur- 303101

SECTION 4 (1) (b) OF THE RIGHT TO INFORMATION ACT 2005

OF

THE MAHARAJ VINAYAK GLOBAL UNIVERSITY, JAIPUR

In exercise of powers conferred by sub-section (1) and (2) of Section 30 of the Maharaj Vinayak Global University, Jaipur Act, 2017 (Act No. 3 of 2017), the Academic Council has prepared Section 4 (1) (b) of the Right to Information Act, 2005 of the Maharaj Vinayak Global University, Jaipur duly approved by the Board of Management of the University.

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SECTION 4 (1) (b) OF THE RIGHT TO INFORMATION ACT 2005

OF

THE MAHARAJ VINAYAK GLOBAL UNIVERSITY, JAIPUR

1. SECTION 4(1)(b)(i) OF RTI ACT: PARTICULARS OF ORGANIZATION, FUNCTIONS AND AUTHORITIES OF THE UNIVERSITY

ORGANIZATION

Maharaj Vinayak Society (MVS) was established in the year 1998. In the year 2012 MVS was grown into MAHARAJ VINAYAK GLOBAL UNIVERSITY, ACT No.6 of 2012, enacted by the Rajasthan State Legislative Assembly Government of Rajasthan. The University is recognized by University Grant Commission under Sec 2 (f) of the UGC Act, 1956 and is mended to award its own Degrees and Diplomas under Sec 22 of the UGC Act 1956. The campus of the University is located in a sprawling lush green 49.79 acres. 9 constituent institutions, hostels for boys, girls and post graduate students, staff quarters, and a 100 bedded multi-specialty hospital, sports complex within its premises. An arresting auditorium with a seating capacity of 500 people is also structured in the premises for conducting conferences and seminars with the buildup area over 50000 square meters.

MVGU was established with the aim of providing quality higher education at par with international standard. It persistently seeks and adopts innovative methods to improve the quality of higher education on a consistent basis. The campus has a cosmopolitan atmosphere with students from all corners of the globe. Experienced and learned teachers are strongly encouraged to nurture the students. The global standard set at MVGU in the field of teaching and research spurs us on in our relentless pursuit of excellence. In fact, it has become a way of life for us. The highly motivated youngsters in the campus are a constant source of pride. Our Memorandum of Understanding with various international Universities is our major strength. The University is recognized by University Grant Commission and other respective councils.

The University is heading towards a leading centre of education in health sciences to human sciences. MVGU truly is an Oasis for the students enrolled here amidst the predominantly arid landscape of the region, offering various courses in dental, nursing, physiotherapy and occupational therapy, etc. preparing young minds for a better tomorrow.

The object of the University is to undertake research and studies in the disciplines specified in Schedule II of the Act and such other disciplines as the University may with the prior approval of the State Government, determine from time to time and to achieve excellence and impart and disseminate knowledge in the said disciplines.

The Mission, Values and Objectives of the University:-

Mission

MVGU aims to positively influence the society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. MVGU helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world.

Values

Values are important and enduring beliefs or ideals shared by the members of a culture about what is good or desirable and what is not. Values exert major influence on the behavior of an individual and serve as board guidelines in all situations.

Objectives

Our strategic objectives include:

- Establishing accountable excellence in all field of academic and research.
- Learning with knowledge and understanding.
- Retaining a distinguished faculty with high academic credentials and talent.
- To import quality education to the students for preparing them for 21st Century.
- To groom students, who will provide preventive, curative & rehabilitative medical and other services to the urban-rural population, during and after their period of educational training .
- To impart knowledge & develop the requisite skills to handle the complexities of the medical world.
- To develop the personality of students in such a way so that they have a competitive edge in becoming high achievers.
- Offering student's world class education and research opportunities at **affordable cost** that enhancing their knowledge and skills.
- Developing the holistic personality of students to hone their employability skills.
- Forging academic and research alliances nationally and internationally.
- Ensuring a flexible sustainable environment that fosters life-long learning for faculty, staff and students.
- To bring our students at par with the best in the world.
- Above all, to train the students to serve the people, society and nation.

FUNCTIONS OF THE UNIVERSITY

The University shall have the following powers and functions namely:-

- (a) To provide for instructions in the disciplines specified in Schedule II and to make provisions for research and for the advancement and dissemination of knowledge.
- (b) To grant, subject to such conditions as the University may determine, diplomas or certificates, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas, certificates, degree or other academic distinctions for good and sufficient cause;
- (c) To organize and to undertake extramural studies and extension service;
- (d) To confer honorary degrees or other distinctions in the manner prescribed;
- (e) To provide instruction, including correspondence and such other courses, as it may determine;
- (f) To institute Professorships, Readerships, Lectureships and other teaching or academic posts required by university and to make appointment thereto.
- (g) To create administrative, ministerial and other posts and to make appointments thereto;
- (h) To appoint persons working in any other University or organization having specific knowledge permanently or for a specified period;
- (i) To co-operate, collaborate or associate with any other university or authority or institution in such manner and for such purpose as the University determine;
- j) To establish school, institutions and specialized laboratories or other units for research and instructions as are in the opinion of the University, necessary for the furtherance of its object.
- (k) To Institute and award fellowship, scholarship studentships, medals and prizes.
- (l) To establish and maintain hostels for students of the University;
- (m) To make provisions for research and consultancy and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary;
- (n) To determine standards for admission into the University, which may includes examination, evaluation or any other method of testing.
- (o) To demand and receive payment of fees and other charges.

- (p) To supervise the residences of the students of the University and to make arrangements for the promotion of their health and general welfare;
- (q) To make special arrangements in respect of women students as the University may consider desirable.
- (r) To regulate and enforce discipline among the employees and students of the University and take such disciplinary measures in this regard as may be deemed necessary by the University.
- (s) To make arrangements for promoting the health and general welfare of the employees of the University;
- (t) To receive donations and acquire, hold, manage and dispose of any movable or immovable property.
- (u) To borrow money with the approval of the Sponsoring Body for the purposes of the University.
- (v) To mortgage or hypothecate the property of the University with the approval of the Sponsoring Body.
- (w) To establish examination centre's.
- (x) To ensure that the standard of degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by UGC, DCI, INC and other similar bodies established by or under any law for the time being in force for the regulation of education;
- (y) To set up off campus centre within or without the State, subject to the provisions of any other law for the time being in force; and
- (z) To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

AUTHORITIES OF THE UNIVERSITY

The following shall be the authorities of the University, namely-

- a) The Board of Management
- b) The Academic Council
- c) The Faculties
- d) Board of Studies
- e) Committee for Advance Studies and Research
- f) Finance Committee

(A) THE BOARD OF MANAGEMENT

1. The Board of Management of the University consists of the followings namely:

- a) The Chairperson
- b) The President
- c) Five persons nominated by the Sponsoring Body out of whom two shall be eminent educationists -
 - i) One expert of finance, nominated by the Chairperson
 - ii) One expert of Management or Information Technology from outside the University, nominated by the Chairperson
 - iii) Commissioner, College Education or his nominee not below the rank of Deputy Secretary; and
 - iv) Two teachers, nominated by the President

2. The Board of Management is the principal executive body of the University. All the movable and immovable property of the University vest in the Board of Management. It has following powers, namely;

- (a) To provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by the Act or the Statutes, Ordinances, Regulations or rules made there under;
- (b) To review the decisions of other authorities of the provisions of the Act or the Statutes, Ordinances, Regulations or rules made there under;
- (c) To approve the budget and annual report of the University;
- (d) To lay down the policies to be followed by the University;
- (e) To recommend to the Sponsoring Body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts; and
- (f) Such other powers as may be prescribed by the Statutes.

(B) THE ACADEMIC COUNCIL

a. The Academic Council consists of the President and such other members as may be prescribed by the Statutes.

b. The President is the Chairperson of the Academic of Council.

c. The Academic Council is the principal academic body of the University and subject to the provisions of the Act and the Rules, Regulations, Statutes or Ordinances, made there under, co-ordinates and exercises supervisions over the academic policies of the University,

(C) THE FACULTIES

- (a) Each Faculty shall consist of following, namely: -
 - (i) The Dean of the Faculty;
 - (ii) University Professors and Associate Professors in the subjects assigned to the Faculty;
 - (iii) All Heads of the Departments within the Faculty;
 - (iv) Two members co-opted by the Faculty concerned from among the teachers of the Faculty;
 - (v) Three persons not being teachers in the University to be co-opted by the Faculty; and
 - (vi) The Conveners of Board of Studies in the Faculty, who are not otherwise included under the foregoing clauses.
- (b) Member of a Faculty other than ex-officio member shall hold office for a period of three years.

Powers and Functions of Faculties -

- (i) To Coordinate teaching, disciplines and research activities of Departments assigned to the Faculty and to promote and provide for interdisciplinary teaching and research and to arrange for examination and periodicals tests in subject falling within preview of the Faculty;
- (ii) To appoint Committee or to undertake research projects common to more than one department;
- (iii) To forward recommendations of Board of Studies to Academic Council.
- (iv) To perform such other functions as the Academic Council may prescribe and
- (v) In Addition to the provisions made by the Statues the Faculties shall recommend to the Academic Council the Scheme for improvement in academic standards.

(D) THE BOARD OF STUDIES

1. Board of Studies consists of the following namely:-

- (i) Head of the Department (Chairman)
- (ii) Teachers of the Department
- (iii) Director/Principal of Institute/School
- (iv) At least one and not more than two teachers from other departments nominated by the President in consultation with Chairperson.

2. The Board of Studies shall have following powers and functions namely-

- (i) Allocation of teaching work to faculty members of the department.
- (ii) To recommend books, including text books, supplementary / reading reference books and other study material for such courses of study.
- (iii) To recommend to the Academic Council for its approval the preparation and publication of selections or writing of work of authors and other matters as well as material consequent to curriculum development by the teacher of the University for its introduction in the syllabi of the courses of study under the preview of the Departments Boards in accordance with the Regulations made by the Academic Council in that respect;
- (iv) To discuss and if necessary suggest changes in the syllabi;
- (v) To recommend to the Board of Examination/Academic Council to consider the names of suitable persons for inclusion in the panels for appointment as paper-setters, examiners and moderators at the University examinations in the subject;
- (vi) Proposal of research by the faculty members;
- (vii) To Recommend the Committee for Advance studies and Research names of persons suitable for appointment as examiners for evaluation of thesis, dissertations and conduct viva-voce examinations. Wherever prescribed for awarding post graduate, doctorate and higher degrees.
- (viii) To recommend organization of orientation and refresher courses in the subject and
- (ix) Perform all other functions as may be assigned by the Academic Council.

(E) COMMITTEES

The authorities or officers of the University may constitute such committees with such terms of reference as may be necessary for specific task to be performed by such committees. The constitution of such committees and their duties shall be such as may be prescribed by the Statutes.

COMMITTEE FOR ADVANCE STUDIES AND RESEARCH:

There shall be a Research Committee for Advance Studies and Research for each department of the University which consists of the following members namely-

- President (Chairman)
- Pro-President
- Deans of Faculty;
- Director of Institute / Schools;
- HOD of the Department

- Two senior teachers of the department. nominated by the Chairperson as members for the period prescribed in nomination, and
- Controller of Examinations.

1. The Research Committee regulates and oversees the formulation and conduct of all Post Graduate. Doctoral and Post-Doctoral instruction and all research programmes of the department, in accordance with the directions of the Academic Council.

2. The Research Committee considers and approves recommendations of the Boards of Studies on all academic matters within the scope of above clause.

3. The Research Committee formulates procedure for consideration and approval of proposals for registration for M.Phil / Ph.D. and other doctoral degrees and for all other matters concerning the supervision and evaluation of research work under such post graduate and doctoral programmes and recommend them to the Academic Council.

4. The Research Committee authorizes the President to act on recommendations made by examiners on M. Phil. dissertations and Ph.D thesis in accordance with the procedure laid down in this behalf by relevant Ordinances or Regulations made under these Statues.

5. The Research Committee recommends to the Academic Council criteria for formulations and execution of research proposals by teachers and or scholars attached to the University.

(F) THE FINANCE COMMITTEE

1. The Finance Committee consists of the following members namely;

- Chairperson (Chairman)
- President
- Pro President
- Two Deans of the Faculties to be nominated by the Chairperson and
- Three persons nominated by the Chairperson;

2. Powers and Functions of Finance Committee:

- The annual accounts and the financial estimates of the University prepared by the Chief Finance and Accounts Officer are laid before the Finance Committee for consideration and comments and thereafter submitted to the Board of Management for approval.
- The Finance Committee fixes limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University (which in the case of productive works includes the proceeds of loans). No expenditure is incurred by the University in excess of the limits so fixed.
- No expenditure other than that provided for in the budget is incurred by the University without the approval of the Finance Committee.

2. SECTION 4(1)(b)(ii) OF RTI ACT, 2005: FUNCTIONS AND DUTIES OF ITS OFFICERS AND EMPLOYEES OF THE UNIVERSITY

FUNCTIONS AND DUTIES OF OFFICERS OF THE UNIVERSITY:

The following are officers of the University, namely:

- (i) The Chairperson
- (ii) The President
- (iii) The Pro President
- (iv) The Provost
- (v) The Proctor
- (vi) The Deans of Faculties
- (vii) The Registrar
- (viii) The Chief Finance and Accounts Officer
- (ix) Controller of Examinations
- (x) Chief Librarian

1. The Chairperson

- 1) The Chairperson, by virtue of his office, is the Head of the University.
- 2) The Chairperson, if present, presides at the meetings of the Board of Management and at the convocation of the University for Conferring Degrees, diplomas or other academic distinctions.
- 3) The Chairperson has the following powers namely:
 - To call for any information or record in connection with the affairs of the University;
 - To appoint the President
 - To remove the President in accordance with the provisions of sub section (8) of Section 13 of the Maharaj Vinayak Global University Act, 2012.
 - Such other powers as are prescribed by the statutes.

2. The President

- 1) The President is the principal executive and academic officer of the University and exercises general superintendence and control over the affairs of the University and executes the decisions of the authorities of the University.
- 2) The President presides at the convocation of the University in the absence of the Chairperson.
- 3) The President exercises such other powers and performs such other duties as are prescribed by the Statutes or the Ordinances.

3. The Pro-President

The Pro-President assists the President in such matters as are assigned to him by the President from time to time and exercises such powers and performs such functions as delegated to him by the President.

4. The Provost

- 1) The Provost ensures discipline in the University and keeps the various unions of the teachers and employees advised of the various policies and practices in the University.
- 2) The Proctor exercises such other powers and performs such other duties as prescribed by the Statutes.

5. The Proctor

- 1) The Proctor is responsible for the maintenance of discipline among the students and keeps the various students unions advised of the various policies and practices in the University.
- 2) The Proctor exercises such other powers and performs such other duties as prescribed by the Statutes.

6. The Dean of Faculty

- 1) There is a Dean of each faculty. The Dean convenes the meetings of the Faculty, as and when required in consultation with the President and presides over the same. He formulates the policies and development programmes of the Faculty and presents the same to the appropriate authorities for their consideration.
- 2) The Dean of Faculty exercises such other powers and performs such other duties as prescribed by the Statutes.

7. The Registrar

- 1) All contracts are signed and all documents and records are authenticated by the Registrar on behalf of the University.
- 2) The Registrar is the Member Secretary of the Board of Management and Academic Council but he does not have a right to vote.
- 3) The Registrar exercises such other powers and performs such other duties as prescribed by the Statutes.

8. The Chief Finance and Accounts Officers

The Chief Finance and Accounts Officers exercises such powers and performs such duties as prescribed by the Statutes.

3. SECTION 4(1)(b)(iii) OF RTI ACT: DECISION MAKING PROCESS (INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY)

Decisions in various matters are taken by the appropriate authorities of the University as per the procedure laid down in the Maharaj Vinayak Global University Act and Statutes.

4. SECTION 4(1)(b)(iv) OF RTI ACT: NORMS FOR DISCHARGE OF FUNCTIONS

Norms for discharge of functions of the University is as per the Maharaj Vinayak Global University Act and Statutes.

5. SECTION 4(1)(b)(v) OF RTI ACT: RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED BY EMPLOYEES FOR DISCHARGING FUNCTIONS

Rules, Regulations, Instructions, Manuals and Records used by employees of the University for discharging their functions are as per the Maharaj Vinayak Global University Act and Statutes.

6. SECTION 4(1)(b)(vi) OF RTI ACT: CATEGORIES OF DOCUMENTS HELD OR UNDER CONTROL, LIST OF BOARD COUNCILS, COMMITTEES

Documents of all categories held and under control of respective authorities or committees of the University are as per the Maharaj Vinayak Global University Act and Statutes.

7. SECTION 4(1)(b)(vii) OF RTI ACT: FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

Formulation of Policy or Implementation thereof will be as per the Maharaj Vinayak Global University Act and Statutes.

8. SECTION 4(1)(b)(viii) OF RTI ACT: STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES

Board of Management, Academic Council, Faculties, Board of Studies, Committee for Advanced Studies and Research, Board of Examinations, Anti-Ragging Committee, Committee for Prevention and Redressal of Sexual Harassment at Work Place, Student Grievance Committee, SC/ ST Cell, Student's Welfare Committee and Finance Committee will work and function as per the Maharaj Vinayak Global University Act and Statutes.

The meetings/statements of these councils, committees etc. are related to the academic and administrative decisions making and are not open to the public.

9. SECTION 4(1)(b)(ix) OF RTI ACT: DIRECTORY OF FACULTY, OFFICERS AND EMPLOYEES

The relevant information pertaining to this section is maintained as per the Maharaj Vinayak Global University Act and Statutes.

10. SECTION 4(1)(b)(x) OF RTI ACT: MONTHLY REMUNERATION OF FACULTY, OFFICERS AND EMPLOYEES AND SYSTEM OF COMPENSATION

The relevant information pertaining to this section is maintained as per the Maharaj Vinayak Global University Act and Statutes.

11. SECTION 4(1)(b)(xi) OF RTI ACT: BUDGET ALLOCATIONS (ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE)

The same will be made available and maintained as per the Maharaj Vinayak Global University Act and Statutes.

12. SECTION 4(1)(b)(xii) OF RTI ACT: EXECUTION OF SUBSIDY PROGRAMMES (INCLUDING AMOUNTS ALLOCATED, DETAILS AND BENEFICIARIES)

Not Applicable.

13. SECTION 4(1)(b)(xiii) OF RTI ACT: RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED

The relevant information pertaining to this section is maintained as per the Maharaj Vinayak Global University Act, Statutes and as per the policy of Government of Rajasthan.

14. SECTION 4(1)(b)(xiv) OF RTI ACT: DETAILS OF INFORMATION IN AN ELECTRONIC FORM

The required information is available on the University web portal (www.mvgu.ac.in).

15. SECTION 4(1)(b)(xv) OF RTI ACT: PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION (LIBRARY/READING ROOM)

The information relating to University and its programmes is available on the University web portal (www.mvgu.ac.in).

16. SECTION 4(1)(b)(xvi) OF RTI ACT: NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

A. APPELLATE AUTHORITY

President
Maharaj Vinayak Global University
NH - 11C Jaipur - Delhi Highway
Jaipur 303 101
E-mail: president@mvgu.ac.in
Tel: +91-9785400312.

B. CENTRAL PUBLIC INFORMATION OFFICER

Registrar,
Maharaj Vinayak Global University
NH - 11C Jaipur - Delhi Highway
Jaipur 303 101
E-mail: registrar@mvgu.ac.in
Tel: +91-9785400310.

17. SECTION 4 (1)(b)(xvii) OF RTI ACT: OTHER INFORMATION

NIL

18. SECTION 4 (1)(b)(xvii) OF RTI ACT: APPLICATION FOR OBTAINING INFORMATION UNDER THE RTI ACT

A person, who desires to obtain any information admissible under the Act, may make an application in specific format.

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