

NETAJI SUBHAS OPEN UNIVERSITY

1, WOODBURN PARK, KOLKATA-700 020

INFORMATION PUBLISHED

IN

PURSUANCE OF SECTION 4(1) (b)

OF

THE RIGHT TO INFORMATION ACT, 2005

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CHAPTER II SECTION 4(1) OF RTI ACT 2005 Chapter II Section 4(1) of Right to Information Act, 2005

1. The particulars of its organization, function and duties [Sec 4 (1)(b)(i)].

Netaji Subhas Open University was established as State Open University in 1997 by an Act of West Bengal State Legislature. The Act was subsequently amended to empower the University to spread its wings beyond the State. Netaji Subhas Open University has now emerged as a major leader of Open and Distance Education in India. NSOU though a State Open University, has drawn not only national but also international visibility due to its phenomenal growth. The University has clocked nearly 1,55,090 learners as of now. Currently the University is offering a prodigious variety of courses and programmes with quality academic inputs from the best minds in the country at its 192 Study Centres all over the State and beyond. Besides a platter of 81 courses, the University is also running M. Phil. in Education and Ph.D. programmes in several Humanities, Science, Commerce, Management and Technology based subjects. The University has also introduced and is very successfully executing a number of innovative and pioneering courses and programmes. It accentuates upon its programmes of rural uplift and application of Information and Communication Technology (ICT) for expansion of knowledge in the rural sector.

At present the University functions from the following campuses:

i) Netaji Subhas Open University

1, Woodburn Park, Kolkata-700 020, Ph-033-22835157, 5512 3626
(Headquarters and office of all administrative works)

ii) Netaji Subhas Open University

134/1, Meghnad Saha Sarani, Kolkata-700 029, Ph-2463 0292/0293
(Office of the Controller of Examinations and Centre for Language Studies)

iii) Netaji Subhas Open University 1st Floor, K2

Bidhannagar Fir Station, Kolkata-700 091 Ph-033-2357-2946, 2357-2947, 2357 7491 (School of Science & Publication Department)

iv) Netaji Subhas Open University Benfish Bhavan
GN Block, Sector-V Kolkata-700 091 Ph- 55697399 (Stores Department)

v) Netaji Subhas Open University 24/8, Garcha 1st Lane Kolkata-700 019
Ph-033-2486-9381, 2454-5524 (Transmission centre of FM Channel- GyanVani)

vi) Netaji Subhas Open University Kalyani Regional Centre Ghoshpara

Kalyani, Nadia—741235 Ph-033-25025066
(Regional Centre & Vocational Training Centre)

vii) Netaji Subhas Open University Urban Campus Plot No. 26, Block DD
Sector 1, Bidhannagar Kolkata—700064

Organizational Structure:

The Governor of West Bengal is the Chancellor of the University. The Executive Council is the principal executive body of the University. It has the power to formulate policies for management and administration of the University. The Council is also responsible for administration of funds property and conduct all administrative affairs of the University. Apart from the Executive Council, the University has the following authorities/committees as per the First Statute.

- a) The Academic Council
- b) The School of Studies
- c) The Finance Committee
- d) Planning and Development Committee
- e) Library Committee
- f) Selection Committee for teaching posts
- g) Standing Committee for selection of Officers and non-teaching employees

The Vice-Chancellor of the University is the ex-officio Chairperson of the above committees

Functions and Duties:

As per the NSOU Act, the University shall endeavor to advance and disseminate learning and knowledge by a diversity of means, including the use of information and communication technology (ICT). The main functions of the University is to provide opportunities for Higher Education to people (i) being deprived of Higher Education in the normal course owing to socio-economic conditions or other limitations or (ii) being drop-outs or (iii) working in houses or engaged in cultivation or employed in factories, offices, schools or engaged in any other profession or vocation. It has provision for research, innovative course development and for advancement and dissemination of knowledge.

2. The powers and duties of its officers and employees [Sec 4(1)(b)(ii)].

The Executive Council is the principal executive body of the University. The Vice-Chancellor is the ex-officio Chairperson of the Executive Council, the Academic Council, the School of Studies, the Finance Committee, Planning and Development Committee, Library Committee, Selection Committee for teaching posts, Standing Committee for selection of Officers and non-teaching employees. The officers of the University under the control of the Vice-Chancellor are the Registrar, the Director of School of Studies, the Finance Officer, the Director of Study Centres and the Controller of Examinations. These Officers exercise the powers assigned to them by the NSOU Act or those delegated under the Statute, Ordinance and performed such functions as are assigned to them i.e., routine administration, financial and academic.

Apart from the above, the Officers of the University have the following duties:

- i) Writing academic projects
- ii) Supervising the doctorate students
- iii) Extensively interact with the students

iv) Visit the Study Centres

3. The procedure followed in the decision making process, including channels of supervision and accountability [Sec 4(1)(b)(iii)].

The decisions are made under the provision laid down in the NSOU Act, First Statute and Ordinances.

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

The Academic Council is the principal academic body of the University and decides the standards of learning, education, instruction, evaluation and examination system of the University.

The Finance Committee advises on any financial matter pertaining to University for smooth functioning of the financial administration of the University. This Committee maintains constant vigilance over the progress of income and expenditure provided for in the budget and to make allocation to different Departments/Schools.

All the policy matters relating to the respective areas are deliberated on and resolved in the sitting of the Executive Council and then the recommendations/decisions are implemented with the approval of the Executive Council. The implementation of the decision is made by the hierarchical structure of the School/Department as indicated below.

I-Academic Position

- 1) Vice-Chancellor
- 2) Directors of Schools
- 3) Professors
- 4) Readers
- 5) Lecturers
- 6) Faculty Consultants

II-Non-Academic Positions

- 1) Vice-Chancellor
- 2) Registrar
- 3) Directors of School of Studies
- 4) Director of Study Centre
- 5) Finance Officer
- 6) Controller of Examinations
- 7) Consultants
- 8) Associate Officers
- 9) Coordinators
- 10) Superintendent (Administration)
- 11) System Analyst/Junior System Analysts
- 12) Assistants/Sr. Assistants
- 13) Peons

4.The norms set by it for the discharge of its functions [Sec 4(1)(b)(iv)].

The functions are regulated by the NSOU Act, Statutes and the rules framed by the Executive Council. The Academic Council, the Planning and Development Committee, Finance Committee can also make policies subject to the approval of the Executive council.

5.The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions [Sec 4(1)(b)(v)].

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

- a. The First Statutes
- b. Admission Guidelines
- c. Academic Policies

6. A statement of the categories of documents that are held by it or under its control [Sec 4(1)(b)(vi)].

- a) The NSOU Act
- b) The First Statute
- c) Annual Accounts and Annual Reports
- d) NSOU profile
- e) 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 [Sec 4(1)(b)(vii)].

The Executive Council, the apex decision making body of the University, the Academic Council, the Planning and Development Committee, Finance Committee, Research Advisory Committee are represented by eminent persons from academic arena, industries, professional bodies, IGNOU and the nominees of the State Government 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 [Sec 4(1)(b)(viii)].

The composition of the authorities of the university has been briefly described under the heading organizational structure of serial 1 above. Further details are available at the website www.wbnsou.ac.in. The meetings of the bodies are open to members and special invitees only. The Minutes of the Councils and Committees are available for reference at the University headquarters.

9. A directory of its officers and employees [Sec 4(1)(b)(ix)].

Names of officers/faculty, departments / schools and telephone no's are available at the website www.wbnsou.ac.in.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation [Sec 4(1)(b)(x)]

The information are as follows:

Sl. No.	Description	Pay Scale
1	Vice-Chancellor	Rs. 25000/- (fixed)
2	Registrar	Rs. 16400-22400/-
3	Controller of Examinations	Rs. 16400-22400/-
4	Director/Professor	Rs. 16400-22400/-
5	Consultant	Rs. 10000/-(consolidated)
6	Reader	Rs. 12000-18300/-
7	Senior Lecturer	Rs. 10000-15200/-
8	Lecturer	Rs. 8000-13500/-
9	Associate Officer	Rs. 11000/-, Rs.10500/-(consolidated)
10	Faculty Consultant	Rs. 9000/-(consolidated)
11	Coordinators	Rs. 9000/-, Rs. 9500/-(consolidated)
12	Superintendent, Publications	Rs. 10000/-(consolidated)
13	Consultant, IT & related Matters	Rs. 12000/-(consolidated)
14	Superintendent (Administration)	Rs. 8000/-(consolidated)
15	System Analyst	Rs. 8000/-(consolidated)
16	Junior System Analyst	Rs. 7000/-(consolidated)
17	Copy Editor-cum-Proof Reader	Rs. 6000/-(consolidated)
18	Accountant/Cashier/P.A.	Rs. 4800-10925/-
19	Sr. Assistant	Rs. 4525-10175/-
20	Jr. Assistant	Rs. 3850-8075/-
21	Group-D (Attendant)	Rs. 2850-4400/-

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Sec 4(1)(b)(xi)] .

The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee and School-wise/Department-wise allocation of funds is made. The disbursements are made by the University Headquarters to the different Schools, Departments and the Study Centres who in their terns allocate funds programme-wise.

12.The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Sec 4(1)(b)(xii)].

The University has not subsidy programmes.

13.Particulars of recipients of concessions, permits or authorisations granted by it [Sec 4(1)(b)(xiii)].

The University has no such scheme.

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

The information is stored in the related files and documents in the respective departments/ schools at the headquarters and steps are being initiated to put it on the website. The important information about functions and activities being performed is available in electronic mode i.e., on the University website: www.wbnsou.ac.

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 [Sec 4(1)(b)(xv)].

The general public has the facility to obtain information from the Public Information Officer (CPIO), Students' Grievance Redressal Cell (033-2283-5238) and Information Cell (033-2283-5238). Both these cells are performing their functions.

The University observes five working days a week from Monday to Friday and follows the holiday pattern of the State Government at the Headquarters. The working hours of the University are from 10.30 a.m. to 5.30 p.m. However, the Study Centres remain open on Saturdays and Sundays.

The University has its Central library located at the Golpark Campus of the University (2nd Floor, 134/1, MeghnadSahaSarani, Kolkata-29). The Central Library remains open from Tuesday to Sunday from 10.30 am to 5.30 pm. Library facilities are also available to the University learners at its Study Centres.

Request for information can also be made with the Coordinator of the nearest Study Centres. The Coordinator will pass on such requests to the Public Information Officer (PIO) for necessary action.

16.The names, designations and other particulars of the Public Information Officers [Sec 4(1)(b)(xvi)].

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

(i) Public Information Officer (PIO)

Name of the Officer occupying the post on the date or order	Designation	Telephone No.
Smt. Nilanjana Chatterjee	Assistant Director, (Study Centre)	033-22835238, 033-2283-5157 (Extn. 34)

(ii) Appellate Authority

Name of the Officer occupying the post on the date or order	Designation	Telephone No.
Registrar	Registrar Netaji Subhas Open University 1, Woodburn Park Kolkata-700 020	033-2283 5157 033-2283 5159

17. Such other information as may be prescribed and thereafter update these Publications every year [Sec 4(1)(b)(xvii)].

Information relating to students including admission procedures, academic programmes and examination schedules, results etc. are available with the Registrar's Departments, respective School of Studies respectively while these relating to dispatch of course materials to students and the information of the Study Centres are available with "Directorate of Study Centres". Important announcement effecting the students and about University programmes are also displayed on the University website.

18. Other useful information

How to Apply

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request in the prescribed Application Form in writing to the

Public Information Officer of the University.

Application Fee

In accordance to directives given in the Gazette Notification issued by Deptt.of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India, vide No. 34012/8(s)/2005-Estt. (B) dated 16/09/2005, the

application for obtaining information under sub-section (1) of section 6 must be accompanied by prescribed application fee along with a court fee of Rs. 10/- only.

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

Additional Fee

In case it is decided to provide the information, the Requester shall be informed of the additional fees required to be deposited by him / her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance to directives given in the above mentioned Gazette notification dated 16-09-2005, for providing the information under sub-section (1) of Section 7 of the Act, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

- a. For each page (in A-4 or A-3 size : Rs. 2/- per page paper) created or copied
- b. For a copy in larger size paper : Actual charge or cost price
- c. For samples or models : Actual cost or price
- d. For inspection of records : No fee for the first hour; and a fee of Rupees five for each fifteen minutes (or fraction thereof) thereafter

Further, for providing the information under sub-section (5) of Section 7 of the Act, the fee shall be charged at the following rates:-

- a. For information provided in diskette or floppy :Rs. 50/- (Rupees fifty only)
per diskette or floppy

b. For information provided in printed form :At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication

The mode of payment of above mentioned additional fees shall be the same as application fee.

Appeal

In case the Requester who does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7 of the Act, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority for redressal of the grievance.

NETAJI SUBHAS OPEN UNIVERSITY

Application form for seeking information under RTI Act

To

The Public Information Officer (PIO)

Netaji Subhas Open University

1, Woodburn Park

Kolkata — 700 020.

1. Full Name of the Applicant:

(in capital letters)

3. Father's / Spouse's Name:

4. Address for Communication:

5. Telephone No.:

(O)- ®-

Mobile:

6. Whether belong to BPL category (if yes, please attach a copy of the BPL/ Ration Card to claim waiver of the application fees)

YES

NO

7. Class of Study:

BDP/MA/M.ac/ M.Sc./M.Lib./ PG Diploma/

Diploma

8. Enrolment No.:

Study

Centre Code:

9. Details of Additional fee, if applicable:

DD No.	Amount(Rs.)	Name of the Bank with Branch	Date
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10. Particulars of Information require: (Please enclose separate sheet, if required)

DECLARATION

I state that the Information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act.

Place:

Date: (Signature of Applicant)