

NETAJI SUHBAS OPEN UNIVERSITY

DD-26, Sector-I Salt lake
Kolkata-700064

**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 5.50 lakhs learners as of now. Currently the University is offering a prodigious variety of courses and programmes with quality academic inputs from the best minds of the country as its 149 Study Centres all over the State and beyond . Besides a platter of courses , the University is also running Ph.D. programmes in several Humanities , Science, Commerce Management and Technology based subject. The University has also introduced and is very successfully exciting a number of innovative and pioneering courses and programmes. It accentuates upon its programme of rural uplift and application of information and communication Technology (ICT) for expansion of knowledge in the rural sector.

At present University functions from the following campuses:

i). Netaji Subhas Open University

DD-26, Sector –I , Salt lake, Kolkata-700064

Ph.033-4066 3220, Fax no.033-4066 3224

Website: wbnsou.ac.in

ii).Netaji Subhas Open University

134/1, Meghnad Saha Sarani, Kolkata-700029 (Examination Department)

Ph: 033-24630292/0293

iii).Netaji Subhas Open university

1st Floor, K2, Bidhannagar Fire Station, Sector-V, Saltlake Kolkata-700091

PH:033-23577644/7491

(School of Science & Publication Department)

iv) Netaji Subhas Open University

School of Education

CF-162, Sector-I Salt lake, Kolkata-700064

PH:033-4004-7569/70/71

v) Netaji Subhas Open university

Durgapur Regional Centre

Jawahar Lal Nehru Road,

Durgapur, Paschim Burdwan

Pin-713214

vi).Netaji Subhas Open University
Kalyani Regional Centre, Ghoshpara
Kalyani, Nadia-741235
Ph:033-25025066

Vii).Netaji Subhas Open University
Jalpaiguri Regional Centre(Adjacent to Jalpaiguri Engg.College Campus)
Dist: Jalpaiguri, Pin-735101

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. The university has the following authorities /committees as per the First Statute. (Revised)2014.

- a. The Executive Council
- b. The Academic Council
- c. The School of Studies
- d. The Finance Committee
- e. Building Committee
- f. Purchase & Tender Committee
- g. Research & Advisory Committee
- h. The Library Committee
- i. Selection committee for teaching posts
- j. Standing committee for selection of Officers and non-teaching employees

Functions and Duties:

As per the NSOU Act , the university shall to endeavour 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 house 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 power 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 the ex-officio Chairperson of the the Executive Council, The Academic Council, The Finance Committee, Building Committee, Purchase & Tender Committee, Research & Advisory Committee, The 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, faculties of the university have the following duties:

- i). Writing academic projects
- ii).Supervising the doctoral 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 Ordinance.

The Executive Council is the principal executive body of the university, empowered to look after the management and administration of the revenue, finance, 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 examinations 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. The committee maintains constant vigilance over the progress of income and expenditure provided for in the budget and to make allocation to different departments/School.

All the policy matter related to the respective areas are deliberated on the 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

Vice-Chancellor
Directors of Schools
Professors
Associate Professor
Assistant Professor
Academic Consultants

II. Non Academic Positions

Vice-Chancellor
Registrar
Director of Study Centre
Finance Officer
Controller of Examinations
Director, Regional centres
Deputy Registrar (Administration)

Deputy Registrar (Academic)
Deputy Registrar, Exam
Deputy Registrar, Finance
Deputy Director, Regional Centre
Assistant Director, Study Centres
Assistant Registrar, Study Centres
Assistant Registrar, Exam
Coordinator(B.Ed.)
System Analyst/Junior System Analysts
Information Technology Officer
Assistant/Sr. Assistant
Superintendent Store/ Junior Superintendent Store
Peons

And such other posts as per NSOU 1st Statute (Revised) 2014

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 rule framed by the executive council. The Academic Council, The Finance Committee, Building Committee, Purchase & Tender Committee, Research & Advisory Committee, The Library 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)].

- a). The First Statute (revised) 2014
- b). Admission guidelines
- c). Academic Policies
- d). Grievance Redressal Mechanism
- e.) Examination Regulations
- f.) Ph.D Regulations

6. 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 (revised) 2014
- c).Annual Accounts and Annual Reports
- d).NSOU profile
- e).All records relating to the operations of the organisation

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, and the nominees of the State Govt. etc. who help in the formulation and implementation of the policies and programmes.

8. 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 [Sec 4(1)(b)(viii)]

The composition of the authorities of the university has been briefly described under the heading organizational structure of serial no. 1 above. Further details are available on the website. The meeting of the bodies are open to members and special invitees only.

Directory of officers and employees of the University [Sec 4(1)(b)(ix)]

Names of the Officers/ faculty and their telephone numbers are available on the University website.

9. Monthly Remuneration received by each of University's officers and employees including the system of compensation as provided in its regulations [Sec 4(1)(b)(x)].

All the employees of the University are entitled to get remuneration as per orders/ circular of the State Govt. and/or UGC as applicable from time to time.

11. Budget allocated to each of the University's agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made [Sec 4(1)(b)(xi)]

The annual budget and annual accounts are finalized with the recommendation of the Finance Committee and approved by the Executive Council. The disbursement are made by the university finance department to the different schools, departments and the study centres and suppliers etc. as and when required.

12. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Sec4(1)(b)(xii)]

The university does not have subsidy facilities.

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

The course fees have been waived for the transgender.

14. Details in respect of the information available to or held by the University 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 events are available on the University website.

15. 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 (PIO), Students' Grievance Redressal Cell (033 4066 3205) and Information Cell (033 4066 3220).

The university observes five working days a week from Monday to Friday and follows the holiday pattern of the State Govt. at the Headquarters. The working hours of the university are 10-00 am to 5-30 pm. However, the Associated Study Centres remain open on Saturday and Sunday.

The university has its Central Library located at the Kalyani Regional Centre of the university. The Central Library remains open round the week. Library facilities are also available to the university learners at selected public library at districts.

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 (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 Right to Information Act, 2005 the following officers of the university have been designated as:

Public Information Officer(PIO)

Name of the officer occupying the post of the date or order	Designation	Telephone no.
Smt. Nilanjana Chatterjee (for all other issues)	Assistant Director (Study Centres)	033-40663205
Sri Anjan Saha (for exam related issues)	Dy. Registrar, Examinations	0332463 0292

Appellate Authority

Name of the Officer occupying the post of on the date or order	Designation	Telephone no.
Registrar	Registrar, Netaji Subhas Open University	033-40663208

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 Department, 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 “Director of Study Centres”. Important announcement effecting the students and about the university programmes are also displayed on the university website (www.wbnsou.ac.in)

How to Apply: Any citizen of India who desires to obtain any information under the Right to Information Act,2005 may make request in the prescribed Application Form in writing to the ‘Public Information Officer’.

Application Fee: In accordance to directives given in the Gazette Notification issued by Deptt of Personal & Training, Ministry of Personnel, Public Grievance 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 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, and additional fee shall be charged. At present, the application rates , which are subject to change from time to time, are given as under.

For each page (A-4 or A-3 size): Rs.2/- per page) created or copied

For copy in larger size paper : Actual charge or cost price

For samples or models : Actual cost price

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 CD : Rs.50/-(Rupees fifty only per CD)

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

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 recipient of such decision , prefer an appeal to the Appellate Authority for redressal of the grievance

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