



Information Published in Pursuance of Section 4(1) (b) of the Right to Information Act, 2005

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IN COMPLIANCE TO CHAPTER II SECTION 4(1) OF RTI ACT 2005

1. The particulars of its organisation, functions and duties.

Bankura University, Bankura is one of the pioneer institutes of higher learning in Eastern region of India and renders services to cater to the immediate needs of the students. In the present global scenario of acute competition, diversification and specialization, the University offers its students quality education with updated course structure to equip them properly so that they can prove their worthiness in different spheres of society.

Foundation: Bankura University, Bankura was established under West Bengal Act XIX of 2013 as an affiliate University on 6th January, 2014 is spread over the entire district that came under the jurisdiction of the University. Now, the University is offering U.G. Programmes (Under Centre for Santali Studies), P.G. Programmes, and Ph.D. Programmes and there are 27 affiliated colleges (24 nos. Degree Colleges & 3 nos. Private Professional Institutes) under its umbrella. Continuous attempts are being made to incorporate the latest developments in different disciplines in the present context.

Jurisdiction: The district of Bankura comes under its jurisdiction. However, as per the direction and approval of the Govt. of West Bengal, affiliation is given to Sarsuna Law College, 1 HB/4, Ho Chi Minh Sarani, Subhayan Park, P.O, Sarsuna, Kolkata, West Bengal 700061.

Date of UGC Recognition:

- Under Section 2(f) : 10.08.2015 – [Click Here](#)
- Under Section 12(B) : 25.02.2022 – [Click Here](#)

Administrative Building: The administrative building is located on Bankura Block – II, P.O.- Purandarpur,

Dist.- Bankura, West Bengal, India, about 5 km from Bankura town, comprising 700 Sq.m. plinth area.

Academic Building: The academic building is located on Bankura Block – II, P.O. - Purandarpur, Dist. - Bankura, West Bengal, India comprising 1931 Sq.m. plinth area.

Science Building: The science building is located on Bankura Block – II, P.O. - Purandarpur, Dist. - Bankura, West Bengal, India comprising 3905 Sq.m. plinth area.

Organizational Structure

The Governor of West Bengal is the Chancellor of the University. The Court is the highest authority in the University whereas The Executive Council is the principal decision-making authority. The authorities of the University includes The Court, The Executive Council, The Faculty Councils for Post Graduate studies, The Councils of Under Graduate studies, The Board of studies, The Finance Committee etc. The overall functioning of the University is managed by these statutory authorities.

For more information:

1. Bankura University Act : [Click Here](#)
2. Bankura University Statute : [Click Here](#)

Functions and Duties

As per the Bankura University Act, the University shall function efficiently as a University encouraging and providing for instruction, teaching, training and research in various branches of learning and courses of study, promoting advancement and dissemination of knowledge and learning, and extending higher education to meet the growing needs of society and to make the constitution of various authorities or bodies of the University more democratic.

2. The powers and duties of its officers and employees.

The Court is the highest authority in the University where as The Executive Council is the principal decision-making authority. The Governor of West Bengal is the Chancellor of the University and the President of the court. The Vice Chancellor is the Principal Executive and Academic Officer of the University and is a member and the Chairman of the Executive Council and the Faculty Councils for Post-Graduate Studies and also the Chairman of any other authority or body of the University of which he may be a member. The Officers of the University include the Vice Chancellor, the Registrar, the Finance Officer, the Controller of Examinations, the Inspector of Colleges, the Estate Officer, the Development Officer, System Administrator, Assistant Registrar, Assistant Controllers of Examinations, Assistant Librarian, Accounts Officer, Secretary, Faculty Council for Post Graduate Studies, Secretary, Faculty Council for Undergraduate Studies as may be decided by the Executive Council, and others as declared by University Statutes and posts created and sanctioned by the State Govt. from time to time. These officers shall exercise the powers and duties assigned to them by the Bankura University Act, the Statutes, the Regulations and the Rules of the University as are in force and to be amended from time to time and perform such functions as are assigned to them by their respective controlling officers and the Vice- Chancellor of the University.

For more information:

1. Bankura University Act : [Click Here](#)
2. Bankura University Statute : [Click Here](#)

3. Procedure followed in the decision-making process, including channels of supervision and accountability.

The decisions are made under the provision of the Bankura University Act, the Statutes, the Regulations and the Rules of the University as are in force and to be amended from time to time.

The Court is the highest authority in the University and exercises the power to establish University Departments, institutions, centres, libraries, laboratories and museums for study and research, to create and institute Professorships, Readerships, Lectureships, and such posts including posts of officers, to confer degrees, titles, diplomas, certificates, to withdraw or to cancel degrees, titles, diplomas, certificates, to confer honorary degrees or other academic distinctions and such other powers as may be provided by or under the Bankura University Act.

The Executive Council is the principal decision-making authority for day to day administration of the University and exercise the power to initiate proposals for the making of Statutes, Rules & Regulation, to recommend to the Court after consulting the respective Faculty Councils for Post-Graduate Studies, the establishment of University Departments, to establish, maintain, manage and recognize Hostels, to appoint Teachers, Officers and Employees of the University and to fix their emoluments and define their duties, to pass appropriate orders regarding affiliation of a college or an institution and such other powers as may be provided by or under the Bankura University Act.

The Faculty Council for Post-Graduate Studies exercises the power to recommend to the Executive Council to make proposals to the Executive Council for the promotion of research and to call for reports on such research work from persons engaged therein, to make proposals to the Executive Council to undertake.

Specialization of studies and for organization of common Laboratories, Libraries, Museums and other Institutions, maintained by the University, to hold and conduct, subject to general

supervision by the Executive Council, approve and publish results of the university examinations and such other powers as may be provided by or under the Bankura University Act.

Council for Under-Graduate studies exercises the power to recommend to the Executive Council the affiliation of a college or an institution in one or more subjects, to exercise general supervision over the colleges to ensure that the conditions of affiliation are properly fulfilled and syllabi as prescribed are properly completed within the academic year, to fix the last date of admission of students and the date of commencement of examinations, to appoint Head Examiners, Examiners, Paper-setters, Scrutinizers, Coordinators, Conveners, Tabulators and other persons under the general supervision of the Executive Council and such other powers as may be provided by or under the Bankura University Act.

The Finance Committee has been entrusted with the responsibility of supervising the financial affairs of the University. The Finance Committee exercises the power to advise the Court, the Executive Council and other Authorities of the University on any financial matter, to maintain a watch over the progress of income and expenditure provided for in the budget, to consider the Annual Statement of Accounts of the University as prepared by the Finance Officer and submit the same to the Executive Council with its observations and such other powers as may be provided by or under the Bankura University Statutes.

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

I. Administrative Officers

At present the administrative officers rendering services are:

- 1) The Vice Chancellor
- 2) The Registrar (Addl. Charge)
- 3) The Finance Officer
- 4) The Controllers of Examinations
- 5) The Inspector of Colleges
- 6) The Estate Officer (Addl. Charge)
- 7) The Development Officer
- 8) System Administrator
- 9) Assistant Registrar
- 10) Assistant Controllers of Examinations
- 11) Assistant Librarian
- 12) Accounts Officer
- 13) Secretary, Faculty Council for Post Graduate Studies (Addl. Charge)
- 14) Secretary, Faculty Council for Undergraduate Studies

II. Academic Positions

- 1) Vice-Chancellor
- 2) Deans of Faculty Councils
- 3) Professor
- 4) Associate Professor
- 5) Assistant Professor (Stage-1, Stage-2 & Stage-3)

4. Norms set by the University for the discharge of its functions.

The functions are regulated by the Bankura University Act, the Statutes, Rule & Regulations and the Rules of the University as are in force and to be amended from time to time. Also the bye-laws and decisions of the Faculty Councils for post graduate studies, the Council of Under graduate studies, the Board of studies, the Finance Committee etc. make significant policy framework for the discharge of its functions.

5. The Rules, Regulations, Instructions, Manuals and Records held by the University or under its control, or used by its employees, for discharging its functions.

The following are the rules/regulations etc. for discharge of University functions:

- i. Acts & Statues
- ii. Regulations
- iii. Financial Rules
- iv. Leave Rules
- v. Provident Fund Rules
- vi. Bankura University Orders
- vii. Bankura University Notifications
- viii. Resolutions of meetings of The Court, The Executive Council, The Faculty Councils for post graduate studies, The Council of Under graduate studies, The Board of studies, Research Advisory Committee, The Finance Committee etc.

6. Statement of the categories of documents that are held by the University or under its control

- i. Act, Statutes, Rules and Regulation
- ii. Annual Statements of Accounts and Annual Reports
- iii. Resolutions of meetings of the authorities of the University.
- iv. Bankura University Web Site :<http://www.bankurauniv.ac.in>
- v. 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 University's policy or implementation thereof.

The Court which is the highest authority in the University, the Executive Council which is the principal decision-making authority for day-to-day administration and other authorities including the Faculty Councils for post graduate studies, the Council of Under graduate studies, the Board of studies, the Finance Committee etc. are represented by eminent persons from industry, academic community, professional bodies, Research Scholars, Students and the nominees of the Govt. Of India, Govt. of West Bengal, Governor of West Bengal & Chancellor of the University etc. who help in the formulation and implementation of the policies and programmes.

8. A directory of University's officers and employees :

Names of officers/faculty members, departments /sections and telephone no's / email id are available at

Bankura University Web Site at: [Click Here](#)

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:

A. TEACHER

Sl. No.	Academic Level/ Level	New pay Level	Old Academic Grade Pay
1	14	1,44,200 – 2,18,200	Rs.10000/-
2	13A	1,31,400 – 2,17,100	Rs.9000/-
3	12	79,800 – 2,11,500	Rs.8000/-
4	11	68,900 – 2,05,500	Rs.7000/-
5	10	57,700 – 1,82,400	Rs.6000/-

B. OFFICER

Sl. No.	Academic Level/ Level	New pay Level	Old Grade Pay
1	14	1,44,200 – 2,18,200	Rs.10000/-
2	13A	1,31,400 – 2,17,100	Rs.9000/-
3	12	79,800 – 2,11,500	Rs.8000/-
4	11	68,900 – 2,05,500	Rs.7000/-
5	10	57,700 – 1,82,400	Rs.6000/-

C. NON-TEACHINGEMPLOYEES

Sl. No.	Academic Level/ Level	New pay Level	Old Grade Pay
1	10	42,600 – 1,09,800	Rs.4800/-
2	9	37,100 – 95,500	Rs.4600/-
3	8	35,800 – 92,100	Rs.4400/-
4	7	32,800 – 84,300	Rs.4100/-
5	6	30,300 – 78,200	Rs.3900/-
6	5	27,500 – 70, 600	Rs.3300/-
7	4	24,300 – 62,600	Rs.2900/-
8	3	22,600 – 58,400	Rs.2600/-
9	2	19,700 – 50,500	Rs.2100/-
10	1	18,500 – 47,600	Rs.1800/-

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

9. 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 by the Finance Committee with the approval of the Executive Council, the Court and State Government and Division-wise / Activity-wise allocation of funds are made. The disbursements are made by the Finance Department of the University, which are finally recorded in the Annual Statement of Accounts.

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

Not applicable for this University.

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. However, important information about functions and activities being performed is available in electronic form on the Bankura University Web Site at <http://www.bankurauniv.ac.in>

The names, designations and other particulars of the Public Information Officers

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

(i) State Public Information Officer (SPIO)

Sl. No.	Designation	Name of the Officer	E mail ID
1.	Assistant Registrar, Bankura University, Bankura	Gorky Sarkar	assistantregistrarbku@gmail.com

(ii) Appellate Authority

Sl. No.	Designation	Name of the Officer	E mail ID.
1.	Registrar (Addl. Charge) Bankura University, Bankura	Prof. Subir Kumar Roy	registrarbku@gmail.com

10. Such other information as may be prescribed; and thereafter update publications every year

Information relating to students including admission procedures, Department & academic programmes, examination schedules, results, fees, facilities, various notices, publication etc. are available at University website that is <http://bankurauniv.ac.in>. Important decision relating to students and academic programmes are also displayed on the University website, notice board in regular manner.

11. Rules relating to Registration/Restoration/ Migration.

i) Registration :

- (a) Graduates of Bankura University, Bankura who have not by this time migrate to other Universities or institutes for further studies or otherwise, will continue with the same registration number.
- (b) Students from other Universities have to be compulsorily registered at Bankura University, Bankura.
- (c) Registration fees for U.G. – Rs. 200/-, P.G. – Rs. 300/-

ii) Outward Migration :

Candidates who are willing to study any other University/ abroad are required to furnish Outward Migration form (Available in the Reception of the University for both UG & PG) with original Registration Certificate , attested photocopy of mark sheet of last examination and requisite fee. [Rs. 200/-].

iii) Duplicate :

Duplicate Registration Certificate or Duplicate Migration Certificate are also available after producing copy of the diary made in the local Police station and requisite fees. (Requisite Fee: Rs.100/- each). Forms will be available in the Reception of the University.

12. Rules relating to Issuance of different Certificates & Verifications etc.

Nature of Fees	Particulars	Amount (Rs.)
Inward, Outward and restoration of Migration	For both U.G. & P.G.	200.00
To get the copy of the answer script under RTI Act	For both U.G. & P.G.	500.00
Issuance of provisional certificate	For both U.G. & P.G.	200.00
Transcription Charges of Mark sheet	For both U.G. & P.G.	1000.00
Issuance of duplicate Registration Certificates, Mark sheets and other certificates	For both U.G. & P.G.	100.00

13. Delivery of various services by Bankura University in terms of Right to West Bengal Public Service Act, 2013.

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated time limit	Designation	Stipulated time limit
1	Issue of Admit Card	Controller of Examinations	15 days from the date of form fill-up	Registrar	2 working days	Vice Chancellor	2 working days
2	Publication of Results	Controller of Examinations	30 days from last date of examination	Registrar	2 working days	Vice Chancellor	2 working days
3	Issue of Duplicate Grade Card	Controller of Examinations	7 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
4	Issue of Migration Certificate/ Duplicate Migration Certificate	Assistant Registrar	3 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
5	Academic Records Verification	Controller of Examinations	7 working days	Registrar	2 working days	Vice Chancellor	2 working days
6	Issue of Registration Certificate/Duplicate Registration Certificate	Assistant Registrar	3 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
7	Sanction of University Scholarship	Dean of Students	21 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days

8	Issue of Identity card/duplicate Identity Cards to Students	Dean of Students	3 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
9	Issue of NOC for Passport/ VISA	Assistant Registrar	3 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
10	Review of Examination papers	Controller of Examinations	15 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days
11	Issuance of NOC on various issues	Deputy Registrar	15 working days from the date of application	Registrar	2 working days	Vice Chancellor	2 working days