

# **INFORMATION HANDBOOK**

(under Right to Information Act, 2005)

**KLE UNIVERSITY**

**BELGAUM – 590 010**

## **INTRODUCTION :**

The Right to Information Act intends to set out the practical regime of Right to Information for citizens, to enable them to access the information under the control of a public authority, in order to promote transparency and accountability in the working of such an authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance, established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the public to obtain information as to the provisions contained in various rules and regulations governing the KLE University and other related information. This Information Handbook is divided into 17 manuals.

# **MANUAL 1**

Section 4(1)(b)(i)

## **Particulars of organization, functions and duties**

### **OBJECTIVES :**

The objectives are to realize the following at University and its Constituent Institutions :

- To implement effectively programs through creativity and innovation in teaching, learning and evaluation.
- To make existing programs more career oriented through effective system of review and redesign of curriculum.
- To impart spirit of inquiry and scientific temperament among students through research oriented activities.
- To enhance reading and learning capabilities among faculty and students and inculcate sense of Life Long Learning.
- To promulgate process for effective continuous, objective oriented student performance evaluation.
- To ordinate periodic performance evaluation of the faculty.
- To incorporate themes to build values, civic responsibilities and sense of National Integrity.
- To ensure that the academic, career and personal counseling are in-built into the system of curriculum delivery.
- To strengthen, develop and implement staff students welfare programmes.
- To adopt and implement principles of participation, transparency and accountability
- in governance of academic and administrative activities.
- To constantly display sensitivity and respond to changing educational, social and community demands.
- To promote Public - Private Partnership.

### **VISION STATEMENT :**

“To Be An Outstanding University Of Excellence Ever In Pursuit Of Newer Horizons To Build Self-Reliant Global Citizens Through Assured Quality Educational Programmes.”

### **MISSION :**

- To promote sustainable development of Higher Education consistent with statutory and regulatory requirements.
- To plan and continuously provide necessary infrastructure, learning resources required for Quality education and innovations.
- To stimulate to extend the frontiers of knowledge, through Faculty

Development and Continuing Education Programmes.

- To make research a significant activity involving Staff, Students and Society.
- To promote Industry/Organization, Interaction/Collaborations with Regional National/International bodies.
- To establish healthy systems for communication among all stakeholders for vision oriented growth
- To fulfill the National Obligation through Rural Health Missions.

## **BRIEF HISTORY :**

In 1916, a dedicated group of visionaries, reverently called the Saptarshis belonging to the Veerashaiva Community popularly called as Lingayats, dreamt to create a strong educational base in the neglected areas of Karnataka and Maharashtra. Set upon a rare philosophy and fundamental principles, the society grew tremendously. Due to the efforts of the leaders of those days, B.V.B.Engineering College(1947), J.N.Medical College(1963), College of Pharmacy(1975) and Institute of Dental Sciences(1984) were started.

The year 1984, ushered in an era of rejuvenation when our dynamic and visionary Chairman Shri. Prabhakar B. Kore took over the reigns of KLE Society and it grew leaps and bounds in various fields of Education, Health and Infrastructure. The number of institutions quadrupled from 38 to 160, from Primary to Post Doctoral, from traditional to professional level of education. Starting of Dental Colleges, Nursing Colleges, College of Physiotherapy, 1500 bedded state of art KLE's Hospital & MRC, ICU's at Gokak, Hubli, Ichalkaranji, Cardiac Institute at Hubli, KLE Heart Foundation and Kidney Foundation, have added colours to the KLE Society due to his steering efforts. A recently built 820 bedded totally free hospital attached to the J.N.Medical College is a new addition.

Karnataka and Maharashtra did not remain the limits and the society started a primary School of International standard in New Delhi, the capital of India, in the year 2004. It is the foresight of our Chairman that has given a global outlook to the KLE Society. The following statistics speak volumes about the educational pursuits of the Society.

- Running 163 Institutions
- An asset of 5 billion rupees
- 6000 dedicated and motivated Human Resource
- Over 60,000 students on roll from KG to Post Doctoral, from traditional to technical and medical education
- Providing primary to tertiary, state of art, Super-specialty, world class Health Care Services

**DUTIES OF THE UNIVERSITY:**

To conduct academic programmes for the preparation of under-graduate and post-graduate examinations in various faculties available in the University under its two constituent institutions- J.N.Medical College and Institute of Dental Sciences, and to undertake activities that are contributory to this object.

**MAIN ACTIVITIES/FUNCTIONS OF THE UNIVERSITY INCLUDE:**

- To conduct research in various branches of learning available in the University.
- To undertake various activities so as to supplement the efforts of research and teaching for various degrees and diplomas.
- To take action for institution, maintenance and extension of awards, fellowships, scholarships, prizes, etc.
- To maintain colleges, hospitals and halls of residence.

**SERVICES BEING PROVIDED BY THE UNIVERSITY:**

The University does not provide service as interpreted for the purpose of service tax.

However, it facilitates the following:

- The University offers facilities for pursuing under-graduate courses in Medical, Dental and Paramedical subjects through its affiliated colleges.
- The University offers facilities for pursuing post-graduate courses in Medical, Dental and Paramedical subjects through its affiliated colleges.
- The University may undertake various research/special studies/projects especially financed for this purpose by external agencies/bodies other than the KLE University.

**ORGANIZATIONAL AND ADMINISTRATIVE CHART:**

As shown in [Annexure I & II](#)

## **EXPECTATION OF THE UNIVERSITY FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY:**

The University expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the University.

## **ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/CONTRIBUTION:**

Public involvement in the affairs of the University is through nomination of people from various walks of public life on its various administrative bodies, viz, 4 in the Board of Management, 4 in the Planning and Monitoring Board, 3 in the Advisory Committee, 5 in the Academic Council under the provisions in the KLE University rules and regulations.

Public involvement is also in the various other activities like the NSS Board, Extramural studies, Rural outreach programs, etc.

People from public life are invited to the faculties in their relevant fields of specialization, for participation in various activities/programs.

## **MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION:**

The management of various activities of the University is supervised by the Vice-Chancellor through designated authorities.

Monitoring of the affairs of the University is through the Board of Management and the Academic Council.

The University has a Public Grievances and Redressal Committee which monitors the service delivery and addresses public grievances. The constituent colleges and the teaching Hospital have similar special cells for the same.

## **ADDRESS OF THE UNIVERSITY:**

Office of the Vice-Chancellor, KLE University, JNMC Campus, Nehru Nagar, Belgaum-590 010

Office of the Registrar, KLE University, JNMC Campus, Nehru Nagar, Belgaum-590 010

Working hours of the University:

Office hours: 10.30 a.m.-2.30 p.m. & 3.30 p.m.-6.30 p.m. (Monday to Saturday)

## **MANUAL 2**

Section 4(1)(b)(ii)

### **Powers and duties of the officers and employees:**

The Vice-Chancellor is the principal academic and executive officer of the University. He is responsible for appropriate administration, organization, instruction and management of affairs of the University, as stipulated in the Memorandum of Association.

Information is also available on the University website – [www.kleuniversity.edu.in](http://www.kleuniversity.edu.in) For any information related to colleges, their respective websites may be accessed.

## **MANUAL 3**

Section 4(1)(b)(iii)

### **Procedure followed to take a decision on various matters:**

Decisions in various matters are taken by the appropriate authorities of the University as per the procedures laid down under various rules and regulations of the University. The administrative and financial matters are decided by the Board of Management. All the Academic matters including the curriculum, examinations, results and degrees are decided by the academic Council.

## **MANUAL 4**

Section 4(1)(b)(iv)

### **Norms set by the University for the discharge of its functions :**

The norms and standards of various activities of the University are set by competent statutory authority such as the Board of Management or the Academic Council.

Functions of the Board of Management, constituted as per MOA (R-05, Bye-laws: 393-403)

- It shall be the principal organ of management of the University
- It shall be the principal executive body of the University
- It shall manage and regulate the finance, accounts, investments, property and all the administrative affairs of the University

Functions of the Academic Council, constituted as per MOA (R-08, Bye-laws: 409-415)

- It shall be the principal academic body of the University
- It shall subject to the provisions of the MOA and bye-laws have a control over and be responsible for the maintenance of the standard of education, teaching and training, interdepartmental coordination, research and tests within the University
- It shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the rules and bye-laws

## **MANUAL 5**

Section 4(1)(b)(v)

### **Rules, regulations and instructions used:**

- Rules and Regulations as set out in the Memorandum of Association as per the Section 3 of the UGC Act, 1956.
- Regulations/instructions for admission regarding all the courses (under graduate/post graduate/research) of studies, under the bye-laws 445,446-462 of the University
- University teachers are governed by the bye-laws 1-81, prepared under Rule No.26(K&I) of MOA.
- University non-teaching employees are governed by the bye-laws 151-221, prepared under Rule No.26 of MOA.

## **MANUAL 6**

Section 4(1)(b)(vi)

### **Official documents and their availability:**

- Minutes of the meetings of the Board of Management, Planning and Monitoring Board, Advisory Committee, Fee Fixation Committee, Academic Council and Finance Committee
- Various admission brochures and annual reports
- University Calendar of Events
- Annual Report of the University
- Certified Annual Accounts
- Audit Reports

Note: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of the various University Boards, Councils and Committees, until these are printed, will remain confidential and not available in the public domain.

## **MANUAL 7**

Section 4(1)(b)(vii)

### **Mode of public participation:**

Various statutory bodies of the University, namely the Board of Management and Academic Council comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

Representatives of public:

Board of Management:

1. Dr.M.I.Savadatti, Former Vice-Chancellor, Mangalore University
2. Dr.Chandrashekhhar Shetty, Former Vice-Chancellor, RGUHS, Bangalore
3. Dr.N.S.Hadke, Professor of Surgery, MAMC, New Delhi (UGC Nominee)
4. Shri S.Sathyam, I.A.S.(Retd.), New Delhi (MHRD Nominee)

Academic Council:

1. Dr.C.Bhasker Rao, Principal, SDM Dental College, Dharwad & Vice-President, DCI
2. Dr.B.P.Sabale, Former Vice-Chancellor, YCMOU, Kolhapur, Maharashtra
3. Dr.V.N.Karandikar, Director of Health Science, Bharati Vidyapeeth, Pune, Maharashtra
4. Dr.P.S.Shankar, Emeritus Professor of Medicine, MRMC, Gulbarga
5. Dr.S.Kumar, Principal, MS Ramaiah Medical College, Bangalore

## **MANUAL 8**

Section 4(1)(b)(viii)

### **Boards, Councils, Committees, Faculties, Departments, etc. under the University:**

- Board of Management
- Planning and Monitoring Board
- Advisory Committee
- Fee Fixation Committee
- Board of Studies
- Academic Council
- Standing Committee of Academic Council
- Finance Committee
- Board of Examinations
- Advisory Committee of Examinations
- Board of Post Graduate Teaching and Research
- Research and Recognition Committee
- Board of Sports and Physical Culture
- Information Bureau
- Library Committee
- N.S.S. Board
- Purchase Committee
- Research Grants Committee
- Students' Council
- Public Grievances and Redressal Committee

## **MANUAL 9**

Section 4(1)(b)(ix)

### **Directory of officers and employees:**

It is available in print form. This is a priced publication.

## **MANUAL 10**

Section 4(1)(b)(x)

### **Monthly remuneration received by each of its employee:**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University.

## MANUAL 11

Section 4(1)(b)(xi)

### Budget allocated to each agency:

		Revenue Income (in lakhs)	Revenue Expenditure (in lakhs)
University	2006-07	187.62	243.69
	2007-08(Est.)	208.86	515.09
Constituent Colleges			
1) J.N.Medical College	2006-07 (Est.)	2229.18	2381.45
	2007-08(Est.)	2970.87	3131.90
2) Institute of Dental Sciences	2006-07 (Est.)	777.62	797.15
	2007-08(Est.)	1053.23	1102.91

## MANUAL 12

Section 4(1)(b)(xii)

### Manner of execution of subsidy programmes:

Not applicable to the University.

## MANUAL 13

Section 4(1)(b)(xiii)

### (a) Concessions granted by the University:

Various concessions that are available to various categories of students in admission to various courses are given in the Bulletin of Information.

a) 7.5% of the total seats are reserved for students hailing from the backward Belgaum Revenue Division comprising of the Belgaum, Dharwad, Bijapur, Bagalkot, Karwar, Gadag and Haveri Districts.

b) 2.5% of total seats are reserved for children of teachers of the KLE University.

c) 15% of the total seats are reserved for NRI/Foreign students  
Admission of above categories of students is on inter-se merit.

### (b) Concessions availed by the University:

The University does not receive any financial grant from either Central or State Government as it is a self financed University.

## **MANUAL 14**

Section 4(1)(b)(xiv)

### **Information available in electronic form:**

All the manuals as well as the University Calendars and relevant rules of the University are available on the University website – [www.kleuniversity.edu.in](http://www.kleuniversity.edu.in)

## **MANUAL 15**

Section 4(1)(b)(xv)

### **Means, methods and facilities available to citizens for obtaining information:**

Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the Website – [www.kleuniversity.edu.in](http://www.kleuniversity.edu.in) Some of the publications (University Calendar, syllabus of various courses offered in the university/colleges etc.) are priced and can be obtained by paying the stipulated amount.

Unpriced information for the general public is disseminated occasionally through press releases, advertisements, etc. These are available on the University website – [www.kleuniversity.edu.in](http://www.kleuniversity.edu.in)

## **MANUAL 16**

Section 4(1)(b)(xvi)

### **Public Information Officer:**

- Registrar, KLE University, Belgaum
- Appellate Authority – Vice-Chancellor
- Assistant Public Information Officer – PRO, KLE University

## **MANUAL 17**

Section 4(1)(b)(xvii)

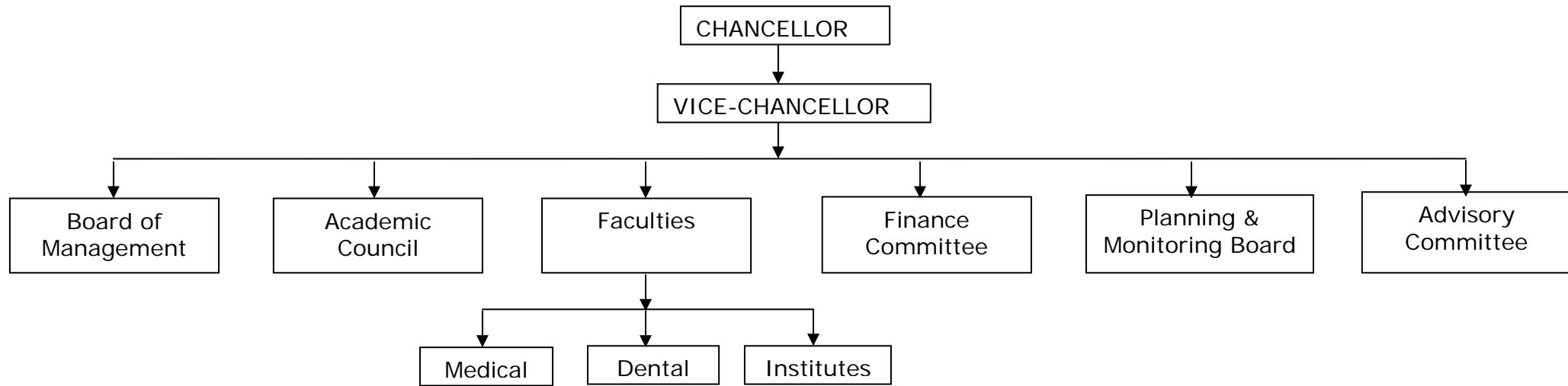
## Other information

The Board of examinations has formulated the quantum of punishment for various malpractices during examinations. The list is included in [Annexure-III](#). The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee. The fee is payable with each application which is towards the cost of processing the request. The schedule of fees can be obtained from the Public Information Officer of the KLE University. For the time being the rates are as follows: -

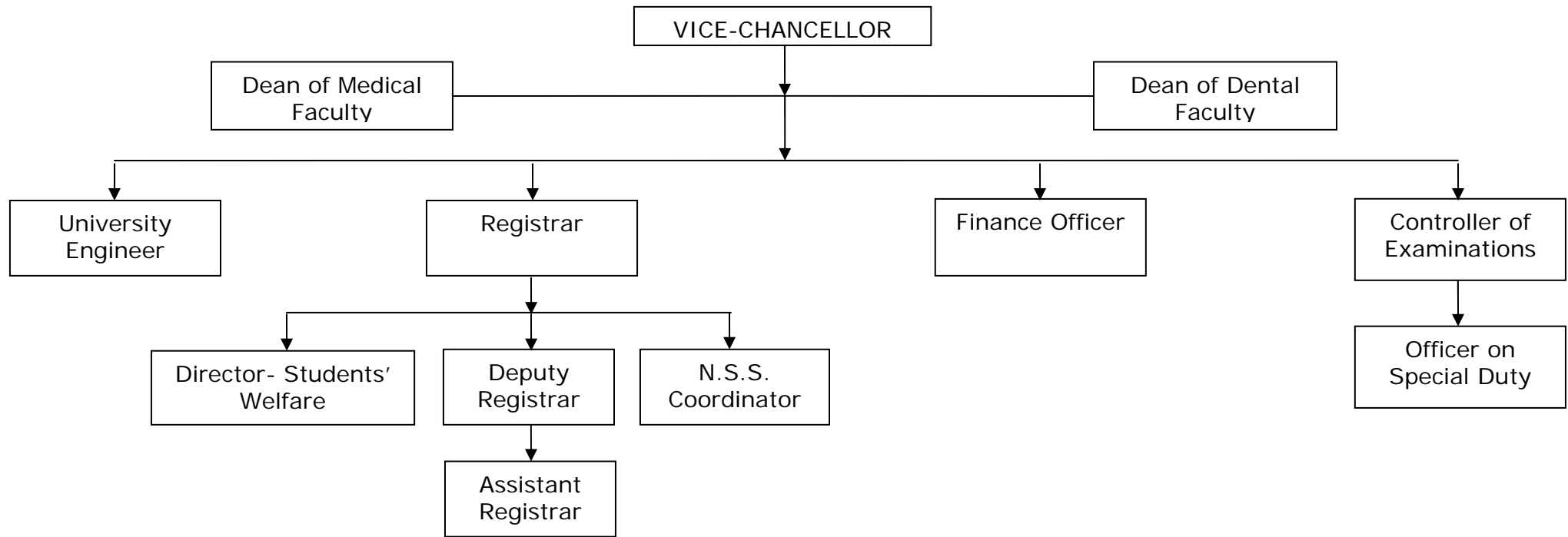
- Rs. 2/- per page of A-4 or A-5 size.
- Actual cost for sizes bigger than A-4 or A-5.
- In case of printed material, the printed copies could be had from the University sales counter/authorized sales agents on payment.
- In case of photo copies, the rate would be Rs. 2/- per page.
- If information is needed on a disk subject to availability of information in soft form, the fee will be Rs. 50/- per disk.

A major portion of the information will be available from the University Calendars Volumes I & II, and other rules as applicable to the University from time to time and printed syllabi for various courses. Some of these are available on the website of the University.

**Annexure –I**  
**Organisation Structure of KLE University**



**Annexure –II**  
**Administrative Set-up of KLE University**



**KLE UNIVERSITY**

---

Sr. No.	Nature of Malpractice	Quantum of Punishment
a)	Possession of copying material	Annulment of the performance of the candidate at the examination in full
b)	Actual copying from the copying material.	Exclusion of the candidate from examination for one additional examination
c)	Possession of another student's answer book.	Exclusion of the candidate from examination for one additional examination. (Both the candidates)
d)	Possession of another candidate's answer book and actual evidence of copying there from	Exclusion of the candidate(s) from examination for two additional examinations. (Both the candidates)
e)	Mutual/Mass copying	Exclusion of the candidates from examination for two additional examinations.
f)	Smuggling-out or smuggling in answer book as copying material.	Exclusion of the candidate from examination for two additional examinations.

- |  |  |
|--|--|
| g) Smuggling-in of written answer book based on the question paper set at the examination.                           | Exclusion of the candidate from examination for three additional examinations. |
| h) Smuggling-in of written answer book forging signature of the invigilator on the answer book or supplement         | Exclusion of the candidate from examination for four additional examination.   |
| i) Attempt to forge the signature of the invigilator on the answer book or supplement                                | Exclusion of the candidate from examinations for four additional attempts.     |
| j) Interfering with or counterfeiting of Academy seal or answer books or office stationery used in the examinations. | Exclusion of the candidate from examination for four additional attempts.      |
| k) Answer book, main or supplement written outside the examination hall or any other insertion in answer book.       | Exclusion of the candidate from examination for four additional attempts.      |
| l) To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.                   | Exclusion of the candidate from examination for four four additional attempts. |

- |   |   |
|---|---|
| m) Using obscene language/violence/ threat at the examination centre by a candidate at the invigilators/ center-in-charge or examiners. | Exclusion of the candidate from examination for four additional attempts.   |
| n) Impersonation at the examination.  | Exclusion of the candidate from examination for five additional attempts(both the candidate if impersonator is student of the Academy)    |
| o) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination       | Annulment of the performance of the candidate at the examination in full.   |
| p) Found having written on palms or on of the candidate at the the examination.   | Annulment of the performance the body, or on the clothes while in examination in full.  |
| q) All other malpractices not covered in the aforesaid categories   | Annulment of the performance of the candidate at the examination in full and severe punishment depending upon the gravity of the offence. |