



Visvesvaraya Technological University

“Jnana Sangama”
Belagavi - 590 018, Karnataka State

Suo-moto Declaration as per RTI Act

It is hereby notified that the information regarding Right to Information Act, 2005 in respect of Visvesvaraya Technological University, Belagavi(VTU) is updated and published for the information of public and other stake holders of the system. Under section 4 (1) (a) and 4(1) (b) of Right to Information Act 2005 the following information is published in the interest of public service as required by RTI Act.

4 (1) (a) : The Visvesvaraya Technological University, Belagavi maintains its records in a proper manner to ensure and facilitate to provide information to the applicant within a prescribed time. Every department of VTU maintains respective records as per the requirement. Any specific request made under RTI Act will be processed accordingly

4 (1) (b) (i) Particulars of organization, function and duties

VTU came into existence on 1st April 1998 vide Karnataka State Government Notification No. ED 2 UTV 98 dated 25-3-1998 for development of Engineering, Technology and allied Sciences.

Powers and functions of the University (section 7, of VTU Act 1994)

Subject to the provisions of this Act and such conditions as may be prescribed by the Statutes and the ordinances, the University shall have the following powers, namely :-

- 1) To promote continuous experimentation and innovation in the instructional system and strategies for instructional development;
- 2) To promote curriculum design to respond to short and long term needs of the user system by building into it the appropriate quantum of knowledge in Engineering Technology and allied sciences;
- 3) To stimulate continuous faculty development by creating scheme of sponsorship to acquire higher qualifications, to provide liberally for research, to permit product development, consultancy and other activities which will heighten their professional competencies;
- 4) To provide necessary direction and guidance to the constituent units to bring about a close-co-ordination of activities among themselves;

- 5) To assume accountability to the society and the nation in the generation of technical man-power of proper quality and standard and help to inculcate professional ethics in the products of the colleges;
- 6) To cause the institutions to identify themselves with the regions in which they are located and participate in their development activities by transferring necessary technology and play an effective role to bring about desirable changes;
- 7) To serve as a centre for generation and exchange of ideas among institutions, research organizations and the Government, so as to promote entrepreneurial efforts among the graduates and to assist them through expertise available in the institutions;
- 8) To Endeavour to raise recourses from users, benefactors and other organizations within the country and outside to promote research and development through grants and to institute scholarships, prizes, medals and special lectures through endowments, donations, etc.,;
- 9) To help devising schemes for effective continuous evaluation of students performance to ensure uniformity and promote students trust in the system;
- 10) To endeavour to promote smooth functioning of the colleges by creating proper environment and harmonious relationship among the faculty, student community and society;
- 11) To develop, promote and organize continuing education system in co-ordination and with co-operation of constituent units;
- 12) To support instructional and other resources of the constituent colleges which fall below the requirements and assist in remedying the deficiencies where necessary.

Additional functions:

In addition, the University will also perform the following functions with respect to its constituent colleges, namely;

- 1) Designing courses of study to be conducted leading to award of degrees of the University and conferring them;
- 2) Prescribing admission requirements of students for various courses;
- 3) Determining tuition and other fees;
- 4) Designing examination and evaluation systems and implementing them for the constituent colleges;
- 5) Laying down standards of instructional facilities to be provided and enforcing measures of compliance;

- 6) Laying down qualification for teaching faculty and other employees and prescribing selection procedure;
- 7) Laying down qualification for
- 8) Creating teaching, research and administrative posts and appointing persons to such posts;
- 9) Establishing and maintaining laboratories, workshops, libraries, research stations and museum for teaching and research;
- 10) Promoting institutional autonomy with sufficient safeguards to enable the constituent colleges to continuously build upon their strengths and attain higher levels of academic achievement;
- 11) Establishing watch-dog mechanisms and measure for overseeing the performance of constituent colleges in respect of courses of study, teaching and student evaluation;
- 12) Promotion of institutional internal system of evaluation with sufficient checks and balances;
- 13) Establishing and maintaining hostels for students and residential accommodation for the staff of University;
- 14) Instituting and awarding fellowships, scholarships, prizes and medals;
- 15) Conferring honorary degree and other distinctions in the prescribed manner;
- 16) Assessing needs of the State and the Country in the field of specialization, level of education and training both for short and long term needs and initiating necessary programmes of study;
- 17) Strengthening the efforts to promote entrepreneurial ventures among the students;
- 18) Securing continuous feed-back from the user system by establishing a suitable mechanism in the division of the University;
- 19) Acting as the overall trustees and manager of all properties, legacies, bequests, endowments and gifts made for the purpose of promotion of education and research or otherwise for furtherance of work and welfare of the University and invest funds representing the above suitably in accordance with the provisions of the Act;
- 20) Doing all such acts and things whether incidental to the aforesaid powers or not which may be required in order to further the objectives and functions of the University.

4 (1) (b) (ii) : Powers and duties of officers and employee

The officers and employees of the University exercise such powers and duties as prescribed by VTU Act 1994, statutes, Regulations, ordinances or rules made by the University Authorities constituted under the provisions of VTU Act 1994 , as provided below.

S.No	Officer/ Employee	:	Powers & Duties
1	Chancellor (Section 11, VTU, Act)	:	<ol style="list-style-type: none"> 1) The Governor of the State of Karnataka shall, by virtue of his office, be the Chancellor of the University. 2) The Chancellor shall be the Head of University and shall, when present, preside at any Convocation of the University. 3) No honorary degree shall be conferred by the University upon any person without the explicit approval of the Chancellor. 4) The Chancellor can exercise such other powers and perform such other duties as may be conferred on him by this Act of the Statutes
2	Pro-Chancellor (Section 12, VTU, Act)	:	<ol style="list-style-type: none"> 1. The Minister who is incharge of Higher Education in Karnataka shall, by virtue of his office, be the Pro-Chancellor of the University. 2. The Pro-Chancellor shall exercise such powers and functions of the Chancellor that may be conferred upon him under the statutes
3	Vice- Chancellor (Section 14, VTU, Act)	:	<ol style="list-style-type: none"> 1) The Vice-Chancellor shall be the Principal Executive Officer of the University and Ex-officio Chairman of the Executive Council. He shall in the absence of the Chancellor and Pro-Chancellor preside at a convocation of the University and shall confer degree on person entitled to receive them. 2) The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University. 3) The Vice-Chancellor shall convene meetings of Executive Council. 4) The Vice-Chancellor shall ensure the faithful observance of the provisions of the this Act and Statutes and Regulations, and he shall possess all such powers as may be necessary in this behalf. 5) The Vice-Chancellor shall be responsible for the presentation of the annual financial estimates and the annual accounts and the balance sheets to the Executive Council. 6) The Vice-Chancellor may take action in any emergency, which in his opinion calls for immediate action. He shall in such a case, and as soon as may be thereafter, report his action to the authority which would ordinarily have dealt with the matter.

			<p>7) Where any action taken by the Vice-Chancellor under sub-section (6) affects any person in the service of the University to his advantage, such person may prefer an appeal to the Executive Council within thirty days from the date on which such person received the notice of the action taken.</p> <p>8) Any person aggrieved by the Appellate order of the Executive Council may within thirty days from the date of communication of such order to him shall be final.</p> <p>9) Subject to the provision of the preceding sub-section, the Vice-Chancellor shall give effect to the orders of the Executive Council regarding the appointment, suspension and dismissal of officers, teachers and other employees of the University.</p> <p>10) The Vice-Chancellor shall exercise such other powers as may be prescribed by the statutes.</p>
4	Registrar (Section 15, VTU, Act)	:	<p>1) The Registrar shall be a whole time officer of the University appointed by Vice-Chancellor with the approval of Executive Council from out of not less than three persons recommended by the Vice-Chancellor to the Executive Council for such period and such terms as</p> <p>2) The Registrar shall exercise such powers and perform such duties as may be prescribed by statutes</p> <p>3) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all process in such suits and proceedings shall be issued to and served on the Registrar.</p>
5	Registrar (Eval.) (Section 16, VTU, Act)	:	The Registrar (Evaluation) shall be the whole time officer of the University appointed by the Executive Council. His duties and responsibilities shall be as specified by the Statutes.
6	Finance Officer (Section 17, VTU, Act)	:	The Finance Officer shall be the whole time officer of the University appointed by the Executive Council, his duties and responsibilities shall be specified by the Statutes
7	Ministerial and Non-ministerial staff	:	As per work allotment of higher officers
8	Professor/Associa te Professor/ Assistant Professors	:	They will carry out teaching assignments as per AICTE /University norms, research activities and any other work assigned
9	Dean	:	A senior professor selected by Executive Council will be Dean of University for the specific period. He / She will advice the University in all academic matters.
10	Estate officer/ Resident Engineer	:	He will look after the construction / maintenance of entire University buildings and routine administration of the

			Engineering Division.
11	Librarian	:	In charge of University Library
12	Technical staff	:	Regular duties and As assigned
13	Class- IV	:	1. To keep the office neat & tidy 2. To deliver the files / tappals to other section/ dept.s as per instructions. 3. To carry out any other work assigned
14	Drivers		To attend the driving work and proper upkeep and maintenance of vehicles attached to them.

4 (1) (b) (iii) : Procedure followed in decision making process

1	Inward Section	:	Any application / request / letter is received and will be sent to the concerned staff
2	Ministerial and non-ministerial staff	:	The concerned ministerial staff go through the case and with all relevant details refer to higher authorities: Registrar/ Registrar(Eval.)/ Finance Officer
3	Registrar/ Registrar(Eval.)/ Finance Officer	:	Will decide on the course of action as appropriate
4	Vice-Chancellor	:	Will decide on the course of action to be taken on a proposal referred to him and if necessary, will submit the matter to State Govt. and / or direct the Registrar to place before Academic Senate / Executive Council

4 (1) (b) (iv) : Norms set for the discharge of functions

Flow chart – Annx - I

4 (1) (b) (v): Rules, Regulations, Instructions, Manuals and Records for discharging functions

1. VTU Act 1994
2. Statutes pertaining various matters
3. Manual Of Conduct of Exams
4. Gracing Rules
5. Regulations Governing B.E./B.Tech. / B.Pla./B.Sc.(Honrs)/MBA/ MCA /M.Tech./ M.Arch./M.Sc. Engg. by Research/ Ph.D
6. Affiliation – VTU statutes, AICTE Approval Process Handbook & AICTE notifications

7. State Government Orders
8. UGC orders / Notifications
9. KCSR
10. AICTE & UGC Guidelines
11. Resolutions of Academic Senate / Executive Council

4 (1) (b) (vi): Statement of categories of documents that are held by it for its control

1. Minutes of Academic Senate
2. Minutes of Executive Council
3. MOUs
4. Minutes of Malpractice committee
5. List of students appeared for examinations
6. Examination Results
7. Budget estimates
8. Salaries of Employees
9. Payments and receipts by University as per budget allocation etc
10. Receipts of Grants from various sources and its expenditure for various purposes within the rules framed by the University
11. Application for affiliation
12. Application for Recognition of Research Centre
13. LIC reports
14. Expert Committee Reports for Research Centre
15. Equivalence Committee recommendations
16. List of students given admission / readmission / change of college/ change of branch/ migration Certificate
17. BOS / Joint BOS Proceedings
18. Syllabus
19. Annual reports
20. Application for appointments
21. Service Registers and personal files of employees in respect of regularized posts
22. Personal files in respect of non-regularized posts and officers on deputation
23. Attendance
24. Annual Budget
25. Works related to procurement of stationery (Consumable/ non-consumable)/ sale of raddi/ Rate contract/ sale of tenders etc/
26. Calling the goods tenders and maintaining the tender documents
27. Calling the quotations and maintaining the documents
28. Mode of Public Participation: Various Statutory Bodies of the University, namely the University Executive Council and Academic Senate comprises of eminent people from society and nominee of Governor/ Government who directly participate in the affairs of the University.

Note: 1) Confidential matters such various inspection reports, Inquiry reports, minutes of meetings, selection committee proceedings, etc are not available to the public until the process is completed.

2) Confidential matters pertaining to examination, paper setting, evaluation of scripts will remain confidential from public domain.

4 (1) (b) (vii): Particulars of any arrangement that exists for consultations with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

Various of Statutory Bodies of the Universities , namely Executive Council , Academic Senate comprises if eminent people from societies and nominees from Government who directly participate in the affairs of the University

1. Details of Members of Executive Council: As per section 19 (3) of VTU Act 1994
2. Details of Members of Academic Senate : As per section 22 of VTU Act 1994

4 (1) (b) (viii): A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.

1. Academic Senate
2. Executive Council
3. Board of Appointment of Examiners
4. Scrutiny Committee
5. MPC Meetings
6. Finance Committee
7. Board of Studies
8. Equivalence Committee
9. LIC RRC committee
10. Scrutiny Committee for New Engg. College – open only for College representative,
11. Ph.D. Registration Committee – open only for applicants
12. Research Centre RRC
13. Scrutiny Committee
14. Board of Appointment
15. Inquiry Committee
16. Screening Committee
17. Promotion Committee
18. Purchase Committee
19. Estate Board
20. Physical Directors Meeting
21. Advisory Board
22. SC/ST Welfare Board

NOTE : a) None of the persons are allowed for the above meetings

b) Depending on the request Minutes of meetings are provided as per the provisions of Act

4 (1) (b) (ix): Directory of Officers and employees

List of Statutory officers of VTU				
Sl. No.	Name	Designation	Section	Phone Number

1	Dr. S Vidyashankar	Vice Chancellor	VTU, Belagavi	0831-2402454
2	Dr. B.E. Rangaswamy	Registrar	VTU, Belagavi	0831-2405468
3	Dr. T N Srinivas	Registrar (Evaluation)	VTU, Belagavi	0831-2498131
4	Mrs. M Sapna	Finance Officer	VTU, Belagavi	0831-2498161

Sl.No.	Department	Address	Telephone Number
1	Receptionist (Admin)	Administrative Building, Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498100
2	Vice-Chancellor's Secretariat	Administrative Building, Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498221 (Secretary to VC)
3	Office of the Registrar	Administrative Building, Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498112 (Private Secretary to Registrar)
4	Office of the Registrar (Evaluation)	Administrative Building, Examination Section, Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498133 (Private Secretary to Registrar, Eval.)
5	Receptionist (Exam)		0831-2498136 0831-2498134 (Special Officer) 0831-2498135
6	Office of the Finance Officer	Administrative Building, Finance Section, Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498162 (PS)
7	Finance Section		0831-2498163 (Audit Officer)
8	Academic Section	Administrative Building, Academic Section, Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498100
9	Office of the Estate Officer / Resident Engineer	Engineering Section, Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498181
10	DPAR Section	Administrative Building, DPAR Section, Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498118
11	Stores & Purchase Section	Stores & Purchase Section Visvesvaraya Technological University, "Jnana	0831-2498174

		Sangama" Belagavi-590018.	
12	ED Cell	ED Cell Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018.	0831-2498182
13	NSS Wing	NSS Wing Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018	0831-2498171
14	PG Center,	PG Block Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018	0831-2498251 0831-2498195
15	CNC Section	PG Block Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018	0831-2498254
16	Sports Section	VTU Sports Complex Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018	0831-2498172
17	Regional Office	Regional Office Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018	0831-2498196
18	Library	Library Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018	0831-2498191
19	Charaka Health Center	Charaka Health Center Visvesvaraya Technological University, "Jnana Sangama" Belagavi-590018	0831-2498208
20	Regional Office, Bengaluru	Visvesvaraya Technological University, Regional Office, RHCS Layout, Annapoorneshwari Nagar, Nagarbhavi, Bengaluru-560091.	080-23181188
21	PG Centre, Bengaluru Region	Visvesvaraya Technological University's Centre for PG Studies, Visvesvaraya Institute of Advanced Technology (VIAT), Muddenahalli, Dist: Chikkaballapur-562101	08156-250467
22	Regional Office/ PG Centre, Kalaburagi	Visvesvaraya Technological University, Regional Office, Kusnoor Road, Kalaburagi- 585105	08472-256155
23	Regional Office / PG Centre, Mysuru	Visvesvaraya Technological University, Regional Office, Hanchya Sathagalli Layout Near Ring Road, Mysuru-570019	0821-2570012
			0821-2570010
26	e-Learning Centre, Mysuru		0821-2570223

4 (1) (b) (x): The monthly remuneration received by each of the officers and employees, including the system compensation as provided in the regulations.

S.No	Designation	Salary
1	Vice-Chancellor	As per Govt. order
2	Registrar	Deputation
3	Registrar (Eval.)	Deputation
4	Finance officer	As per Govt. order
5	Teaching Staff	As per AICTE norms
6	Non-teaching (UBDT)	State Govt. scale
7	Non-teaching (HQ & RO)	State Govt. Scale

4 (1) (b) (xi): Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made

The budget and financial estimates for each department / office/ Centre prepared by Account Section, reviewed and recommended by Finance Committee to Executive Council for its final approval.

4 (1) (b) (xii): The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme

NIL

4 (1) (b) (xiii): Particulars of recipients of concessions, permits or authorizations granted by it

NIL

4 (1) (b) (xiv): Details in respect of the information, available to or held by it, reduced in an electronic form

1. Application for affiliation
2. Application for Recognition of Research Centre
3. LIC reports

4. Expert Committee Reports
6. List of students given admission / readmission / change of college/ change of branch/ migration/
7. BOS / Joint BOS Proceedings
8. Syllabus
11. List of Employees
12. Attendance of employees
13. Notifications
14. Examination forms

4 (1) (b) (xv): Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public user

1. Working hours : All working days from 10.00am to 5.30pm (Launch break : 1.30 PM to 2.15 PM)
2. First and third Saturdays of every month is an holiday
3. List of Holidays notified by State Government is followed
4. Library facility – Not applicable
5. Public can contact the nearest Regional offices.
6. Contact Head Quarters through Phone, e-mail, letters, website

4 (1) (b) (xvi): Name and designation and other particulars of Public Information Officers

Particulars of Ist Appellate Authority / Public Information Officer		
Authority	First Appellate Authority (As per section 19(1) of RTI Act 2005)	Public Information Officer As per section 5(1) of RTI Act 2005)
Name	Dr. S Vidyashankar	Dr. B.E. Rangaswamy
Designation	Vice-Chancellor	Registrar
Address	Visvesvaraya Technological University, ' Jnana Sangama' Belagavi – 590 018	Visvesvaraya Technological University, ' Jnana Sangama' Belagavi – 590 018
Phone	0831-2498223/224	0831-2498100/112
Fax	0831-2405456	0831-2405467
E-mail	vc@vtu.ac.in	registrar@vtu.ac.in

Authority	APIO	APIO
Name	Dr. T N Srinivas	Mrs. M Sapna
Designation	Registrar (Eval.)	Finance officer
Address	Visvesvaraya Technological University, ' Jnana Sangama' Belagavi – 590 018	Visvesvaraya Technological University, ' Jnana Sangama' Belagavi – 590 018
Phone	0831-2498131/133/135	0831-2498163
Fax	0831-2405461	0831-2405467
E-mail	re@vtu.ac.in	fo@vtu.ac.in

4 (1) (b) (xvii): such other information as may be prescribed**Procedure of obtaining information**

Any person, who desires to obtain information, may make a request in writing or through electronic means either in English or in Kannada to the Public Information Officer, specifying the particulars of information.

The Public Information officer, i.e. Registrar, VTU, Belagavi will dispose of an application in accordance with the provisions of the RTI Act.

Any person aggrieved by the decision of the Public Information officer may prefer an appeal to the Appellate Authority, namely, Vice-Chancellor, VTU, Belagavi and the said appeal will be disposed in accordance with the provisions of the RTI Act.

Fees:

1. Any person desirous of obtaining information is required to pay an initial fee of Rs. 10 per application.
2. For providing information a fee of Rs. 2 per page in A4 size paper be paid by the applicant. For providing information in the form of maps, plans, reports or technical documents, reasonable fee fixed by PIO shall be paid. As regards to the inspection of records and documents no fee for first hour but for every subsequent half an hour Rs. 20/- shall be paid. For providing information of Diskette or CD or in any electronic mode the fee shall be Rs. 50.
3. The persons having BPL card are exempted from paying any fee.
4. Publications of University with fixed price can be obtained by paying the respective fixed amount.

Note : All fees shall be paid in the form of Indian Postal Orders or D.D. drawn in favour of Finance Officer, VTU, Belagavi. **Fee in the form of Court fee stamps/ judicial stamps are not accepted.**
