BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

Annexure-I

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E, governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S. No.	Item		Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i)	Name and address of the Organization	Babasaheb Bhimrao Ambedkar University (A Central University) Vidya Vihar, Rae Bareli Road, Lucknow-226025
		(ii)	Head of the organization	**Vice Chancellor**
		(iii)	Vision, Mission and Key objectives	**VISION of BBAU** "To be a dynamic and creative globally-connected Institution of Excellence in advanced and emerging knowledge, especially relevant to the development of the nation and of the marginalised sections of society."

MISSION of BBAU

1. Providing instructional and research facilities of standard quality in higher education:

2. To make provisions for integrated courses in Science and Technology, Social Sciences, Legal Studies, Management, Humanities, and allied areas and research in frontier areas of knowledge;

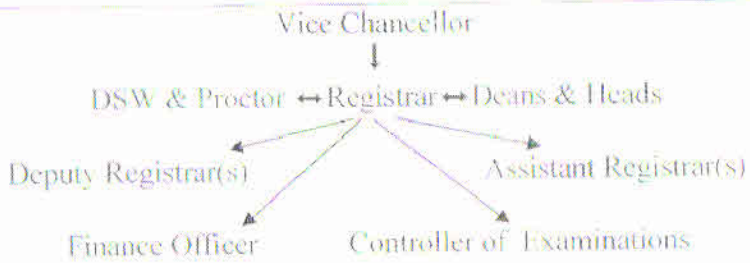
3. To take measures for promoting innovations in teaching-learning processes in inter-disciplinary studies and research in the educational programmes of the University:

4. To undertake programmes and activities paying special attention to the development of socially, economically and educationally marginalised communities in general and Scheduled Castes and the Scheduled Tribes in particular;

5. To promote the study of the principles for which Babasaheb Bhimrao Ambedkar worked during his life time, namely, national integration, social justice and democratic way of life, and also study of the Constitution of the world.

6. To forge international collaborations with institutions of higher learning and development interventions.

		(iv) Function and duties	**Powers and duties of the Vice-Chancellor** (1) The Vice-Chancellor shall be *ex officio* Chairman of the Board of Management, the Academic Council, the Planning Board and the Finance Committee and shall, in the absence of the Chancellor, preside at the convocations held for conferring degrees. (2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body. (3) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed, and he shall have all the powers necessary to ensure such observance. (4) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University. (5) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit. (6) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Board of Management, the

			Academic Council, the Planning Board and the Finance Committee.
		(v) Organization Chart	
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees / Commissions constituted from time to time have been dealt	Babasaheb Bhimrao Ambedkar University was established in Lucknow in 1996 as Central University (by an Act of Parliament 1994) with the objects of promoting advance knowledge by instructional and research facilities in Science, key and frontier areas of Technology and other allied disciplines. As per clause-7 of the Babasaheb Bhimrao Ambedkar University Act No. 58 of 1994 "The University shall be open to all persons of either sex and of whatever caste, creed, race, class, place of domicile and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or be admitted as a student in the University or to graduate there at or to enjoy or exercise any privilege thereof;

			Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or promotion of educational interests of women, physically handicapped or of persons belonging to the weaker sections of the society and, in the particular, of the Scheduled Castes and the Scheduled Tribes". The University is an undergraduate, post-graduate and research institution and the main objectives of this University are to promote professional studies, inter-disciplinary studies, and research and development activities.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	**Powers and duties of the Vice-Chancellor** (1) The Vice-Chancellor shall be *ex officio* Chairman of the Board of Management, the Academic Council, the Planning Board and the Finance Committee and shall, in the absence of the Chancellor, preside at the convocations held for conferring degrees. (2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body. (3) It shall be the duty of the Vice-Chancellor to see that this Act,

			the Statutes, the Ordinances and the Regulations are duly observed, and he shall have all the powers necessary to ensure such observance. (4) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University. (5) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit. (6) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Board of Management, the Academic Council, the Planning Board and the Finance Committee. **Registrar** (1) The Registrar shall be appointed by the Board of Management on the recommendation of a Selection Committee constituted for the purpose and shall be a whole time salaried officer of the University. (2) He shall be appointed for a term of five years and shall be eligible for reappointment. (3) The emoluments and other terms and conditions of service of

			the Registrar shall be such as may be prescribed by the Ordinances: Provided that the Registrar shall retire on attaining the age of sixty two years.* Provided further that a Registrar shall, notwithstanding his attaining the age of sixty two years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier. (4) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose. (5)(a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the order of the Board of Management and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment: Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him. (b) An appeal shall lie to the Vice-Chancellor against any order of

			the Registrar imposing any of the penalties specified in sub-clause (a). (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations: Provided that an appeal shall lie to the Board of Management against an order of the Vice-Chancellor imposing any penalty. (6) The Registrar shall be *ex officio* Secretary of the Board of Management, the Academic Council and the Planning Board, but shall not be deemed to be a member of any of these authorities. (7) It shall be the duty of the Registrar— (a) to be the custodian of the records, the common seal and such other property of the University as the Board of Management shall commit to his charges: (b) to issue all notices convening meetings of the Board of Management, the Academic Council, the Planning Board and of any, Committees appointed by those authorities; (c) to keep the minutes of all the meetings of the Board of Management, the Academic Council, the Planning Board and of any Committees appointed by those authorities:

			(d) to conduct the official correspondence of the Board of Management, the Academic Council, and the Planning Board; (e) to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances; (f) to supply to the Visitor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings; (g) to represent the University in suits or proceedings by or against the University, sign powers-of-attorney and verify pleadings or depute his representative for the purpose; and (h) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Board of Management or the Vice-Chancellor. **Controller of Examination** (1) The Controller of Examination shall be appointed by the Board of Management on the recommendations of the Selection committee constituted for the purpose and he shall be a whole time officer of the University. (2) He shall arrange for and superintend the examination of the University in accordance with the manner prescribed by the ordinances and shall exercise such powers and such duties as may

			be assigned to him by the Board of Management. **The Finance Officer** (1) The Finance Officer shall be appointed by the Board of Management on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University. (2) He shall be appointed for a term of five years and shall be eligible for reappointment. (3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Ordinances: Provided that a Finance Officer shall retire on attaining the age of sixty two years.* Provided further that the Finance Officer shall, notwithstanding his attaining the age of sixty two years* continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier. (4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose. (5) The Finance Officer shall be *ex officio* Secretary of the

			Finance Committee, but shall not be deemed to be a member of such Committee. 6) The Finance Officer shall— (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy, and (b) perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances. (7) Subject to the control of the Board of Management, the Finance Officer shall— (a) hold and manage the property and investments of the University including trust and endowed property: (b) ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted: (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Board of Management; (d) keep a constant watch on the state of the cash and bank balances and on the state of investments; (e) watch the progress of the collection of revenue and advise on

			the methods of collection employed; (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, Colleges and Institutions maintained by the University; (g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault: and (h) call for from any office, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties. (8) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Board of Management for any money payable to the University shall be sufficient discharge for payment of such money. **Deans of Schools of Studies** Every Dean of a School of Studies shall be appointed by the Vice-Chancellor from among the Professors in the School for a period of three years and he shall be eligible for reappointment: Provided that a Dean on attaining the age of **sixty five** years shall cease to hold office as such. Provided further that if at any time there is no Professor in a

			School, the Vice-Chancellor, or a Dean authorised by the Vice-Chancellor in this behalf, shall exercise the powers of the Dean of the School. (2) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose. (3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances. (4) The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof. **Heads of Departments** (1) In the case of Department which have more than one Professor, the Head of the Department shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor from among the Professors. (2) In the case of Departments where there is only one Professor, the Board of Management shall have the option to appoint, on the recommendation of the Vice-Chancellor, either the Professor or a

			Reader as the Head of the Department. Provided that it shall be open to a Professor or Reader to decline the offer of appointment as the Head of the Department. (3) A person appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for re appointment. (4) A Head of a Department may resign his office at any time during his tenure of office. (5) A Head of a Department shall perform such duties as may be prescribed by the Ordinances. **Proctors** (1) Every Proctor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor. (2) Every Proctor shall hold office for a term of two years and shall be eligible for reappointment.
		(ii) Power and duties of other employees	As per rules and regulations of the University and Government of

			India and other duties as assigned by the concerned officer (s).
		(iii) Rules/ orders under which powers and duty are derived and	Powers and duties are derived as per rules and regulations of the Government of India and the University.
		(iv) Exercised	Powers are exercised as assigned as per rules of the University and Govt. of India/UGC Rules.
		(v) Work allocation	Work allocation is done as per need of the demand and requirement of the work.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	The decision on important matters has been taken by the Competent Authority of the University and Board of Management of the University. The supervision is done and accountability is fixed at various levels based on the hierarchy viz. Deans of Schools, Heads of the Departments, Proctor / DSW, Registrar / Finance Officer / Controller of Examination, Deputy Registrar (s). Assistant Registrar and so on.
		(ii) Final decision making authority	Board of Management
		(iii) Related provisions, acts, rules etc.	University Act and Ordinances
		(iv) Time limit for taking a decisions, if any	As soon as possible and keeping in view the urgency of matter and legalities, if any.
		(v) Channel of supervision and accountability	The supervision is done and accountability is fixed at various levels based on the hierarchy viz. Deans of Schools, Heads of the Departments, Proctor / DSW, Registrar / Finance Officer / Controller of Examination, Deputy Registrar (s). Assistant Registrar and so on.
1.4	Norms for discharge of functions	(i) Nature of functions/ services offered	BBAU, a Central University under MHRD, is providing higher education to general masses.

	[Section 4(1)(b)(iv)]		
		(ii) Norms/ standards for functions/ service delivery	As per MHRD/UGC guidelines
		(iii) Process by which these services can be accessed	The services of the University can be accessed by general masses both by electronic mode of communications and conventional mode. For the same university has full fledged website, centralized library, etc.
		(iv) Time-limit for achieving the targets	Being an educational institute, the target is to provide best education to the students and accordingly all efforts are made to achieve the set targets within short span of time.
		(v) Process of redress of grievances	Grievance Committee at various levels are working in the University for timely disposal of grievances of students as well as employees.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	BBAU Act, 1994; Academic Ordinance and other manuals of Government of India like GFR/SFR, CCS Rules, etc.
		(ii) List of Rules, regulations, instructions manuals and records.	BBAU Act, 1994; Academic Ordinance and other manuals of Government of India like GFR/SFR, CCS Rules, etc.
		(iii) Acts/ Rules manuals etc.	BBAU Act, 1994; Academic Ordinance and other manuals of Government of India like GFR/SFR, CCS Rules, etc.
		(iv) Transfer policy and transfer orders	As per University Rules (Internal transfer policy)
1.6	Categories of documents held by the authority under its control	(i) Categories of documents	Files and Service Books and Assets Registers, etc.
		(ii) Custodian of documents/categories	As per the Act, Registrar of the University is custodian.

	[Section 4(1)(b) (vi)]		
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Board of Management of the University Academic Council of the University Finance Committee of the University Planning Board of the University Building Committee of the University etc.
		(ii) Composition	As per University Act
		(iii) Dates from which constituted	10th January 1996
		(iv) Term/ Tenure	As per University Act
		(v) Powers and functions	As per University Act
		(vi) Whether their meetings are open to the public?	NO
		(vii) Whether the minutes of the meetings are open to the public?	Yes, only Academic Council of the University
		(viii) Place where the minutes if open to the public are available?	University website www.bbau.ac.in
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Details are available on University website www.bbau.ac.in
		(ii) Telephone , fax and email ID	Details are available on University website www.bbau.ac.in
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Details employees are available on www.bbau.ac.in and salary slip are available on www.bbauhr.in
		(ii) System of compensation as provided in its regulations	As per Govt. of India/UGC Rules

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Available on University website www.bbau.ac.in and can be accessed from link below: http://www.bbau.ac.in/Docs/rti/2625.pdf
		(ii) Address, telephone numbers and email ID of each designated official.	Dr. Ashwini Kumar Singh Registrar & Appellate Authority registrar@bbau.ac.in Shri Ashish Rastogi, Deputy Registrar & CAPIO 9793800080 rtibbau@gmail.com
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	01
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Workshops on RTI and its relevance are organized by the University from time to time.
		(ii) Efforts to encourage public authority to participate in these programmes	Notices regarding programmes are uploaded on university website and authorities are informed / reminded about the same through personal interactions as well.
		(iii) Training of CPIO/CAPIO	Yes, time to time
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Interactive sessions / orders from time to time are imposed by the authorities of the University regarding timely disposal of RTIs and employees are updated from time to time regarding guidelines.

1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		As per University System (Internal transfers)

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Annual Accounts are available on University website www.bbau.ac.in and can be accessed from link below: http://www.bbau.ac.in/FinanceAccountBudget.aspx
		(ii) Budget for each agency and plan & programmes	-do-
		(iii) Proposed expenditures	-do-
		(iv) Revised budget for each agency, if any	-do-
		(v) Report on disbursements made and place where the related reports are available	-do-
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Not Applicable
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Not Applicable
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon. b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such	Uploaded online on Central Public Procurement Portal of Govt. of India, University website and GeM website https://eprocure.gov.in/eprocure/app http://www.bbau.ac.in/Tenders.aspx https://www.india.gov.in/spotlight/government-e-marketplace-procurement-made-smart#tab=tab-1

		combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	As per Academic Ordinance (Available on University Website) and Annexure No.1 http://www.bbau.ac.in/Docs/AcademicOrdinence.pdf
		(ii) Objective of the programme	-do-
		(iii) Procedure to avail benefits	-do-
		(iv) Duration of the programme/ scheme	-do-
		(v) Physical and financial targets of the programme	-do-
		(vi) Nature/ scale of subsidy /amount allotted	-do-
		(vii) Eligibility criteria for grant of subsidy	-do-
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	-do-
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	-do-
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	-do-
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	-
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given	-

		concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011-IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Annexure-2

3. Publicity and Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Members of Public can access the University on following link: www.bbau.ac.in
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Annexure-3
		(ii) Detailed project reports (DPRs)	-do-
		(iii) Concession agreements.	-do-
		(iv) Operation and maintenance manuals	-do-
		(v) Other documents generated as part of the implementation of the PPP	-do-
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	-do-
		(vii) Information relating to outputs and outcomes	-do-
		(viii) The process of the selection of the private sector party (concessionaire etc.)	-do-
		(ix) All payment made under the PPP project	-do-

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive: (i) Policy decisions/ legislations taken in the previous one year	www.bbau.ac.in
		(ii) Outline the Public consultation process	-do-
		(iii) Outline the arrangement for consultation before formulation of policy	-do-
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Website (www.bbau.ac.in)
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Website (www.bbau.ac.in)
		(ii) Printed format	University Act, Academic Ordinance, Annual Reports are available in print format.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	University Act, Academic Ordinance, Annual Reports are available in print format.
		(ii) At a reasonable cost of the medium	-

4. E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	**Partially Met**
		(ii) Vernacular/ Local Language	**Fully Met**
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	**The website is updated by Director, Computer Centre as and when required, regularly.**
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	**Kindly visit University Website www.bbau.ac.in**
		(ii) Name/ title of the document/record/ other information	**Kindly visit University Website www.bbau.ac.in**
		(iii) Location where available	**Kindly visit University Website www.bbau.ac.in**
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	**University Website (www.bbau.ac.in), Toll Free No. (1800-180-5789), University Reception / Visitor Counter (Ground Floor, Ambedkar Bhawan, BBAU)**
		(ii) Details of information made available	**All information is available on University website www.bbau.ac.in**
		(iii) Working hours of the facility	**9.30 a.m. to 6.00 pm (Saturday and Sunday Closed)**

<table>
<tr><td></td><td></td><td>(iv) Contact person & contact details (Phone. fax email)</td><td>Contact details are available on website www.bbau.ac.in</td></tr>
<tr><td>4.5</td><td>Such other information as may be prescribed under section 4(i) (b)(xvii)</td><td>(i) Grievance redressal mechanism</td><td>UGC Portal and CPGRAMS</td></tr>
<tr><td></td><td></td><td>(ii) Details of applications received under RTI and information provided</td><td>1.4.24 to 31.03.25
382 Received
Information provided 290
Return/Rejected 80</td></tr>
<tr><td></td><td></td><td>(iii) List of completed schemes/ projects/ Programmes</td><td>Information related with point no. 4.5(iii) of Transparency audit

List of major capital works undertaken by the University since its establishment the year 1996
(1) Available infrastructure in the University campus before the start of the year 2013
<table>
<tr><th>S.No.</th><th>Name of the building</th><th>Year of occupation</th><th>Total built up area in Sqm.</th><th>Status</th></tr>
<tr><td>i.</td><td>Administrative block complex</td><td>April 1997</td><td>7662.00</td><td>functional and in use</td></tr>
<tr><td></td><td>ACADEMIC BUILDINGS</td><td></td><td></td><td></td></tr>
<tr><td>ii</td><td>School for Ambedkar Studies.</td><td>Phase-I in the year 2000 and phase-II in Nov. 2008</td><td>3703.00</td><td>--do--</td></tr>
<tr><td>iii</td><td>Building for Trainers Training Centre presently being used as Virtual Class room.</td><td>Oct. 2007</td><td>94.32</td><td>--do--</td></tr>
<tr><td>iv</td><td>Rearing house building for</td><td>Nov. 2007</td><td>593.77</td><td>--do--</td></tr>
</table></td></tr>
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	Department of Applied Animal Science			
v	School for Environmental Science building occupied in April 2008	April 2008	3370.44	--do--
vi	Building for Basic Facilities for Women	Nov. 2011	1313.16	--do--
vii	Phase-I of the School building for Bio-Science & Bio-Technology.	June 2012	4043.59	--do--
viii	Residential Coaching Academy building	Sept. 2012	1244.00	--do--
	RESIDENCES			
i	Guest house	Year 2000	968.40	--do--
ii	Vice-Chancellors' residence-cum-camp office	Nov. 2007	287.72	--do--
iii	Two blocks of type A consisting of 12 flats & two blocks of type C residences consisting of 32 flats	Dec. 2008 & Jan. 2009	1900.00 2003.46	--do--
iv	Two blocks of type B residences consisting of 32 flats	Aug. 2010 a& Jan. 2011	3244.48	--do--
v	Phase-I of Yashodhara Girls' hostel	2001	5151.00	--do--
vi	Additional 164 capacity Girl's hostel (Sanghmitra Girls' hostel)	Phase-I in March 2010 Phase-II in April 2011	4015.00	--do--
vi	Phase -I of two nos. of Boys hostel of 272 capacity each.	July 2012	3592.00 each	--do--
vii	100 capacity Boys hostel attached with Residential Coaching Academy building and is already in use.	Sept. 2012	2016.00	--do--

viii	Chitralekha Girls' hostel	Dec. 2012	1564.60	--do--
ix	Siddhartha Boys' hostel	Dec. 2012	1623.00	--do--
	OTHERS			
i	11/0.4 KV sub-station no. 1	2000	--	--do--
ii	11/0.4 KV Sub-station no. 2	Dec. 2010	--	--do--

(2) Available infrastructure constructed out of funds of 11th plan and made functional since 2013

S.No.	Name of the building	Year of occupation	Total built up area in Sqm.	Status
	ACADEMIC BUILDING			
i.	School building for Legal Studies	March 2013	2895.00	functional and in use
	OTHER BUILDINGS			
ii	Health Centre	July 2013	963.85	--do--
iii	Auditorium of 1200 capacity	Dec. 2013	4935.76	--do--
iv	Central Library	March 2015	7917.43	--do--
	INFRASTRUCTURAL FACILITIES			--do--
v	Main arterial road from central library up to Bijnore road and Adm block to Legal Studies building and sewer line	March 2014	--	--do--
vi	Water distribution network along roads indicated in v above and OHT of 1000 KLitre capacity and underground reservoir	Jan. 2013	--	--do--
vii	Development of Memorial Park of Dr. B.R. Ambedkar (Shifting of the statue of Dr. B.R. Ambedkar)	March 2013	--	--do--

(3) Available infrastructure constructed out of funds of 12th plan and made functional between 2013 and 2018

S.No.	Name of the building	Total built up area in Sqm.	Status
	ACADEMIC BUILDING		
i	Multipurpose hall (Examination Hall) presently used for running Engineering courses	700.00	Completed and occupied
ii	SBBT building phase-II (One block)	4703.00	Completed and occupied
iii	Double storey building for University Institute of Engineering and Technology	1697.26	Completed and occupied
iv	Moot Court	371.76	Completed, and occupied
v	Construction of third academic block of SBBT building.	3975.00	Completed, and occupied
	OTHER BUILDINGS		
i	Construction of two nos. shops	55.00	Completed and occupied
ii	Cafetaria	183.00	Completed and occupied
iii	Repair and renovation of Yashodhara Girls' hostel	–	Completed and occupied
iv	Renovation of Council hall (chairs to be fixed)	–	Completed and occupied
v	Vishaka (A) Boy's hostel (Ashoka)	3304.35	Completed and occupied
vi	Construction of phase-II of Sanghmitra Girls hostel	6228.67	Completed, and occupied
vii	Adm block for SBBT building	756.00	Completed, and occupied
viii	Ambedkar Bhawan	7094.00	Completed,

			and occupied
	INFRASTRUCTURAL FACILITIES		
i	**Improvement and rehabilitation of road from gate no. 1 to 3 in the University**	--	Completed
ii	Path way for Multipurpose hall (Examination Hall)	--	Completed
iii	PVC febric fencing of Gulab Vatika	--	Completed
iv	Fencing around sports complex	--	Completed
v	Providing and fixing in aluminium partition in Multipurpose hall	--	Completed
vi	Internal electrification in Multipurpose hall (Examination Hall)	--	Completed
vii	Resurfacing of internal roads near Girls hostel, guesthouse, type B residences, and parking area of the building for Environmental Science	--	Completed
viii	Construction of boundary wall around Chitralekha Girls' hostel	--	Completed
	CAMPUS BEAUTIFICATION		
i	Development of park inside the vacant space between two girls', hostel	--	Completed
ii	Development of road from main gate to V.C. residence	--	Completed
iii	Development of lawn infront of Boys hostel	--	Completed
iv	Grassing in open area of backside of Environmental Science School building	--	Completed
v	Plantation of trees shrubs & hedges etc. at SES building	--	Completed

vi	Development of rose garden at Adm block (V.C; office Lawn)	--	**Completed**		

(iv) List of schems/ projects/ programme underway

Information related with point no.4.5(iv) of Transparency audit

List of majaor capital works underway

(1) Construction of the building projects under progress during 12th plan along with their status

S.No	Name of work	Sanctioned Estimated Cost in Lakhs	Status as on 31-03-2025	Total build up area in Sq m.
i	Student Activity Centre	1063.52	Completed work	3490.50
ii	Construction of 100 capacity OBC Girls Hostel	328.00	Completed work	1320.00
iii	Construction of Savitribai Phule Girls Hostel	1180.67	Completed work	5598.04

(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

Information related with point no 4.5(v) of Transparency audit

All major capital works were undertaken through Government Agencies from time to time such as central public works Department, National Buildings Construction Corporation, Civil Construction Corporation, Civil Construction Wing of All India Radio, U.P. Rajkiya Nirman Nigam Construction and Design Services, U.P. Samaj Kalyan Nirman Nigam. The Work.

		(vi) Annual Report	Annual Reports are available on University website www.bbau.ac.in and can be accessed from link below: http://www.bbau.ac.in/AnnualReport.aspx
		(vii) Frequently Asked Question (FAQs)	-
		(viii) Any other information such as a) Citizen's Charter	**Available on University Website** http://www.bbau.ac.in/Docs/rti/CHATTER.pdf
		b) Result Framework Document (RFD)	-
		c) Six monthly reports on the	-
		d) Performance against the benchmarks set in the Citizen's Charter	-
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	**1.4.24 to 31.03.25** **382 Received** **Information provided** **290 Return/Rejected 80**
		(ii) Details of appeals received and orders issued	**1.4.24 to 31.03.25** **47 Received** **Information provided** **37 Return/Rejected 06**
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	-

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Available on University Website http://www.bbau.ac.in/Docs/rti/2625.pdf http://www.bbau.ac.in/Docs/rti/327.pdf
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	July 2018 25 July 2018
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	N/A
		(iv) Consultancy committee of key stake holders for advice on Suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	N/A
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	N/A

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	University Act, Academic Ordinance, Recruitment & Promotion Rules, Academic Council Minutes, Students Enrolled, Details of Deans / Heads and other officials, etc.	**All information related to University function is available on website: www.bbau.ac.in**
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	N/A

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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	University Act, Academic Ordinance, Recruitment & Promotion Rules, Academic Council Minutes, Students Enrolled, Details of Deans / Heads and other officials, etc.	**All information related to University function is available on website: www.bbau.ac.in**
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