

**INFORMATION HANDBOOK**  
**ON PRO-ACTIVE DISCLOSURES**  
**IN RTI MANUALS**

Under  
**RIGHT TO INFORMATION ACT, 2005**



**JAMIA MILLIA ISLAMIA**  
**MAULANA MOHAMED ALI JAUHAR MARG**  
**NEW DELHI-110025**

## CONTENTS

--	<u>Introduction</u>	Page No
<b><u>Manual-1</u></b> Section 4(1)(b)(i)	<u>The particulars of its organization, functions and duties</u>	5
<b><u>Manual-2</u></b> Section 4(1)(b)(ii)	<u>The powers and duties of its officers and employees</u>	13
<b><u>Manual-3</u></b> Section 4(1)(b)(iii)	<u>The procedure followed in the decision making process, including channels of supervision and accountability</u>	22
<b><u>Manual-4</u></b> Section 4(1)(b)(iv)	<u>The norms set by it for the discharge of its functions</u>	24
<b><u>Manual-5</u></b> Section 4(1)(b)(v)	<u>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions</u>	29
<b><u>Manual-6</u></b> Section 4(1)(b)(vi)	<u>A statement of the categories of documents that are held by it or under its control</u>	31
<b><u>Manual-7</u></b> Section 4(1)(b)(vii)	<u>The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:</u>	32
<b><u>Manual-8</u></b> Section 4(1)(b)(viii)	<u>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public</u>	34
<b><u>Manual-9</u></b> Section 4(1)(b)(ix)	<u>A directory of its officers and employees</u>	36
<b><u>Manual-10</u></b> Section 4(1)(b)(x)	<u>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations</u>	37
<b><u>Manual-11</u></b> Section 4(1)(b)(xi)	<u>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made</u>	38
<b><u>Manual-12</u></b>	<u>The manner of execution of subsidy programmes, including the</u>	39

Section 4(1)(b)(xii)	<u>amounts allocated and the details of beneficiaries of such programmes</u>	
<b>Manual-13</b> Section 4(1)(b)(xiii)	<u>Particulars of recipients of concessions, permits or authorizations granted by it</u> <u>CAG &amp; PAC paras</u>	40 40
<b>Manual-14</b> Section 4(1)(b)(xiv)	<u>Details in respect of the information, available to or held by it, reduced in an electronic form</u>	41
<b>Manual-15</b> Section 4(1)(b)(xv)	<u>The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use</u>	42
<b>Manual-16</b> Section 4(1)(b)(xvi)	<u>The names, designations and other particulars of the Public Information Officers</u>	43
<b>Manual-17</b> Section 4(1)(b)(xvii)	<u>Such other information as may be prescribed.</u>	44

!!\*\*\*!!

**INTRODUCTION:**

The Right to Information Act, 2005 (RTI 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 public authority in order to promote transparency and accountability in the working of such 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 citizens to obtain information as to the provisions contained in various rules and regulations governing Jamia Millia Islamia and related information.

This Information Handbook is divided into **17 Manuals** (Seventeen) as per the requirement of **Section (4)** of the RTI Act, 2005.

**MANUAL-1**

Section 4(1)(b)(i)

**The particulars of its organization, functions and duties:–**

Jamia Millia Islamia, an institution originally established at Aligarh in United Provinces, India in 1920 became a Central University by an act of the Indian Parliament in 1988. In Urdu language, *Jamia* means ‘University’, and *Millia* means ‘National’.

The story of its growth from a small institution in the pre-independence India to a central university located in New Delhi—offering integrated education from nursery to research in specialized areas—is a saga of dedication, conviction and vision of a people who worked against all odds and saw it growing step by step. They “built up the Jamia Millia stone by stone and sacrifice by sacrifice,” said Sarojini Naidu, the nightingale of India.

**Conception**

Under the colonial British rule, two dominant trends joined hands and contributed towards in the birth of Jamia. One was the anti-colonial Islamic activism and the other was the pro-independence aspiration of the politically radical section of western educated Indian Muslim intelligentsia. In the political climate of 1920, the two trends gravitated together with Mahatma Gandhi as a catalyst. The anti-colonial activism signified by the *Khilafat* and the pro-independence aspirations symbolised by the non-cooperation movement of the Indian National Congress helped to harness creative energies and the subsequent making of Jamia Millia Islamia. Rabindranath Tagore called it “one of the most progressive educational institutions of India”.

Responding to Gandhiji’s call to boycott all educational institutions supported or run by the colonial regime, a group of nationalist teachers and students quit Aligarh Muslim University, protesting against its pro-British inclinations. The prominent members of this movement were MaulanaMehmudHasan, Maulana Mohamed Ali, HakimAjmal Khan, Dr.Mukhtar Ahmad Ansari, and Abdul MajidKhwaja.

**Foundation**

The Foundation Committee met on 29 October 1920. It comprised of the following members:

Dr.Mukhtar Ahmad Ansari (Delhi)

Mufti Kafayattullah (Delhi)

Maulana Abdul Bari FarangMahali (UP)

MaulanaSulaimanNadvi (Bihar)

MaulanaShabbir Ahmed Usmani (UP)

Maulana Husain Ahmad Madni (UP)

ChaudhuryKhaleeq-uz-zaman (UP)

Nawab Mohammad Ismail Khan

Tasadduq Husain Khan (UP)

Dr. Mohammad Iqbal (Punjab)

MaulanaSanaullah Khan Amritsari (Punjab)

Dr.SaifuddinKitchlew (Punjab)

MaulanaAbulKalam Azad (Bengal and Bihar)

Dr. Syed Mehmood (Bengal and Bihar)

Saith Abdullah Haroon Karachiwale (Sindh, Bombay and Hyderabad)

Abbas Tyabiji (Sindh, Bombay and Hyderabad)

Sait Miyan Mohammad Haji Jaam Chhotani (Sindh, Bombay and Hyderabad)

Malawi Abdul Has (Sindh, Bombay and Hyderabad)

On 22 November 1920, Hakim Jamal Khan was elected the first chancellor of Jamia. Mohamed Ali Jaguar became Jamia's first Vice Chancellor, as Allama Iqbal could not accept the offer made through Gandhiji. It also elected a syndicate and created a syllabus subcommittee.

The known freedom fighter and Muslim theologian, Mauling Mahmud Has an, laid the foundation stone of Jamia Millia Islamia at Aligarh on Friday, 29 October 1920. Considering the difficult circumstances under which it started, the list of its first teachers is very impressive:

### **Crisis**

Born out of political crisis, it seemed for a while, Jamia would not survive the heat of the intense political struggle for the independence of India. It participated in the Bardoli resolution and sent volunteers across the country to motivate people to fight for the freedom of the country. The colonial British government soon imprisoned many of its teachers and students. In 1922, Gandhiji called off the non-cooperation movement. Even as its teachers and students were being released, Mustapha Kemal Ataturk declared the end of the Khilafat in 1924.

Suddenly Jamia saw itself in a great crisis. Some thought it had achieved its mission, as others believed that the institution had lost its *raison d'être* with the end of the non-cooperation and the Khilafat movements. Even the little financial assistance, that the Khilafat had been giving it, also dried up. As even prominent people started deserting it, Jamia's total collapse virtually became an imminent possibility.

### **Jamia Moves to Delhi**

The saying, 'when going gets tough the tough gets going' cannot be truer about Jamia. As the crisis loomed large, Hakim Ajmal Khan, Dr.Mukhtar Ahmed Ansari and Abdul Majeed Khwaja—the first trio—supported by Gandhiji shifted Jamia from Aligarh to Karol Bagh, in New Delhi in 1925. Gandhiji boosted the morale of Jamia, saying, "The Jamia has to run. If you are worried about its finances, I will go about with a begging bowl". Jamia followed Gandhiji's constructive programme for self-reliance while it took to *Charkha* and *Takli* as favoured vocations.

Although Gandhi's contacts helped to secure financial help for Jamia, the risk of helping a Congress-backed institution under the British Raj dissuaded many willing benefactors. Orthodox Muslims also viewed Jamia as a threat to Aligarh Muslim University, the 'Muslim Oxford'. During those difficult days, it was Hakim Ajmal Khan who met most of Jamia's expenses from his own pocket. Dr. M.A. Ansari and Abdul Majeed Khwaja toured India and abroad, explaining the importance of Jamia and collecting funds for this noble enterprise. Their collective intervention did avert a collapse that was almost certain.

### **Resurgence: The Second Trio**

In 1925, after long deliberation, a group of three friends studying in Germany—Dr.Zakir Husain, Dr.Abid Husain and Dr. Mohammad Mujeeb—decided to serve Jamia. Dr.ZakirHusain, who had

earned his doctorate in Economics from the University of Berlin, was a natural and charismatic leader. Dr. Abid Husain had his Ph.D. in Education. Mohammad Mujeeb, an Oxford scholar in History and a student of printing in Germany, was a passionate and committed reformist. Early in February 1926, [the three friends](#) left Germany for Jamia by the Norddeutscher Lloyd steamer, *SS Derfflinger*.

In Jamia, Dr. Zakir Husain, was offered a salary of Rs. 100. His two other friends with European qualifications were offered Rs 300 each. Realising that the possibility of making payments was beyond Jamia's limited resources, Abid Husain and Mohammad Mujeeb voluntarily reduced their salaries to Rs. 100 each. Moved by the commitment of his friends, Dr. Zakir Husain also reduced his own salary to Rs. 80. One of the first steps they took was the introduction of the hugely popular evening classes for adult education. This movement was later to become, in October 1938, an institution called *Idara-i-Taleem-o-Taraqqi*. It kept growing so popular that separate rooms had to be built to accommodate the students.

In 1928 Hakim Ajmal Khan passed away. That was the beginning of the second financial crisis, as it was Hakim Sahib himself who had been meeting most of Jamia's financial needs. The leadership of Jamia then moved into the hands of Dr. Zakir Husain, who became its Vice Chancellor in 1928. To resolve Jamia of these frequent crises, a group of young Jamia teachers, led by Dr. Zakir Husain, took a pledge to serve Jamia for the next twenty years on a salary not more than Rs. 150. This group was called the [Life Members of Jamia](#). (History repeated in 1942 when a second group of Jamia teachers took a similar pledge).

Jamia's department of Printing and Publications was trifurcated in 1928 with the newly established Jamia Press at Darya Ganj, Urdu Academy, and Maktaba Jamia under the charge of Prof. Mohammad Mujeeb, Dr. Abid Husain and Mr. Hamid Ali respectively.

### **Shifting to the New Campus**

On 1 March 1935, the foundation stone for a school building was laid at Okhla, then a non-descript village in the southern outskirts of Delhi. In 1936, all institutions of Jamia, except Jamia Press, the Maktaba and the library, were shifted to the new campus. The basic emphasis of Jamia was on evolving innovative education methods. This led to the establishment of a teacher's college (*Ustadonka Madrasa*) in 1938. In 1936, Dr. M.A. Ansari passed away. On 4 June 1939, Jamia Millia Islamia was registered as a society.

The fame of Jamia as an innovative education movement spread and dignitaries from foreign countries began visiting Jamia. Husein Raouf Bey (1933), Dr. Behadjet Wahbi of Cairo (1934), Mos. Halide Edit of Turkey (1936) were some of them. Foreigners, impressed by Jamie, began working in Jamie. The German lady [Ms. Gerda Philips born](#) (popularly known as *Aapa Jaan*) served Jamia for many years and is buried in Jamia.

In 1939, Maulana Ubaidullah Sindhi (1872-1944), a theologian and freedom fighter, came to stay in Jamia on the invitation of Dr. Zakir Husain. He started a school of Islamic Studies in Jamia, called *Baitul Hikmal*, propagating the ideology of Shah Waliullah. Zakir Husain, later the President of India, recalled those days of indestructible optimism in the face of depravity 'when they had a longing to build and nothing to build with, as "days of joy"'.

In 1946, during Jamia's silver jubilee celebration, one could see the crisis that India had to face in the following year: Mr. and Mrs. Mohammad Ali Jinnah, and Liyaqat Ali Khan were on one side of Dr. Zakir Husain, the vice chancellor, on the dias; Pandit Jawaharlal Nehru, Asaf Ali and Sir C Rajagopalachari were on the other side.

## **Independence and After**

The riots following partition that shook the northern India did affect Jamia; but not its campus. Gandhi observed that its campus remained “an oasis of peace in the Sahara” of communal violence. MaktabaJamia alone lost books worth seven lakhs in arson.

After the attainment of Independence, Jamia continued to grow as an academic institution with a difference. Many foreign dignitaries made it a point to visit JamiaMilliaIslamia during their visits to New Delhi. Among those who visited Jamia include Marshal Tito (1954), king Zahir Shah of Afghanistan (1955), crown prince Faisal of Saudi Arabia, King Reza Shah Pahlavi of Iran (1956) and PrinceMukarramJah (1960).

Following the death of Mr. Abdul MajeedKhwaja in 1962, Dr.Zakir Husain, who by then had taken charge as the Vice President of India, became Jamia’s Chancellor (1963).

## **Deemed to be University**

In 1962, the University Grants Commission declared the Jamia a ‘deemed to be University’. Soon thereafter, the School of Social Work was established in 1967. In 1971, Jamia started the Zakir Husain Institute of Islamic Studies, to honour Dr.Zakir Husain, who had passed away in 1969. BE course in Civil Engineering commenced in 1978; in 1981, the faculties of Humanities and Languages, Natural Sciences, Social Science, and the State Resource Centre were founded. In 1983, it started the Mass Communication Research Centre and the Centre for Coaching and Career Planning. In 1985, it established the Faculty of Engineering & Technology and the University Computer Centre. Academic Staff College and the Academy of Third World Studies followed in 1987 and 1988.

## **Central University**

By an Act of the Parliament, JamiaMilliaIslamia was made a central university of India in December 1988. In the list of the Faculties, i.e. Education, Humanities & Languages, Natural Sciences, Social Sciences. Engineering & Technology, one more Faculty - Faculty of Law, was added in 1989. Many new courses and programmes at UG and PG levels have since been added.

Besides its six faculties, the Jamia has a number of centres of learning and research, like Mass Communication Research Centre (MCRC), Academy of Third World Studies (ATWS) etc.TheJamia is also marching ahead in the field of Information Technology (IT). It offers various undergraduate and postgraduate IT courses. Apart from this, the Jamia has a campus wide network which connects a large number of its departments and offices.

## **Name and Address of the University/Organization:**

Jamia Millia Islamia, Maulana Mohammed Ali JauharMarg, New Delhi-110 025.

## **Head of organisation:**

Vice-Chancellor

## **Vision:**

To create a human universe that offers inclusiveness, equity, fellowship, justice and peace for one and all.



**Mission:**

- To serve the nation through quality teaching and research by producing competent, skilled and sensitive human resource that would catalyze enrichment of physical and human environment.
- To be a world-class teaching cum research university seeking the establishment of a collaborative research environment through free exchange of ideas.
- To strive for the sustainable development of society and ensure optimum capacity building.
- To attract and retain diverse creative minds for the actualization of institutional objectives.

**Objectives:**

The objectives of the University shall be to disseminate and advance knowledge by providing instructional, research and extension facilities in such branches of learning as it may deem fit and the University shall endeavor to provide to students and teachers the necessary atmosphere and facilities for the promotion of:-

- (i) Innovations in education leading to restructuring of courses, new methods of teaching and learning, and integral development of personality;
- (ii) Studies in various disciplines;
- (iii) Inter-disciplinary studies;
- (iv) National integration, secularism and international understanding.

**The powers and duties of its officers and employees:**

The power of the University are as stipulated in Section 6 of the Jamia Millia Islamia Act, No. 58 of 1988 are as under:

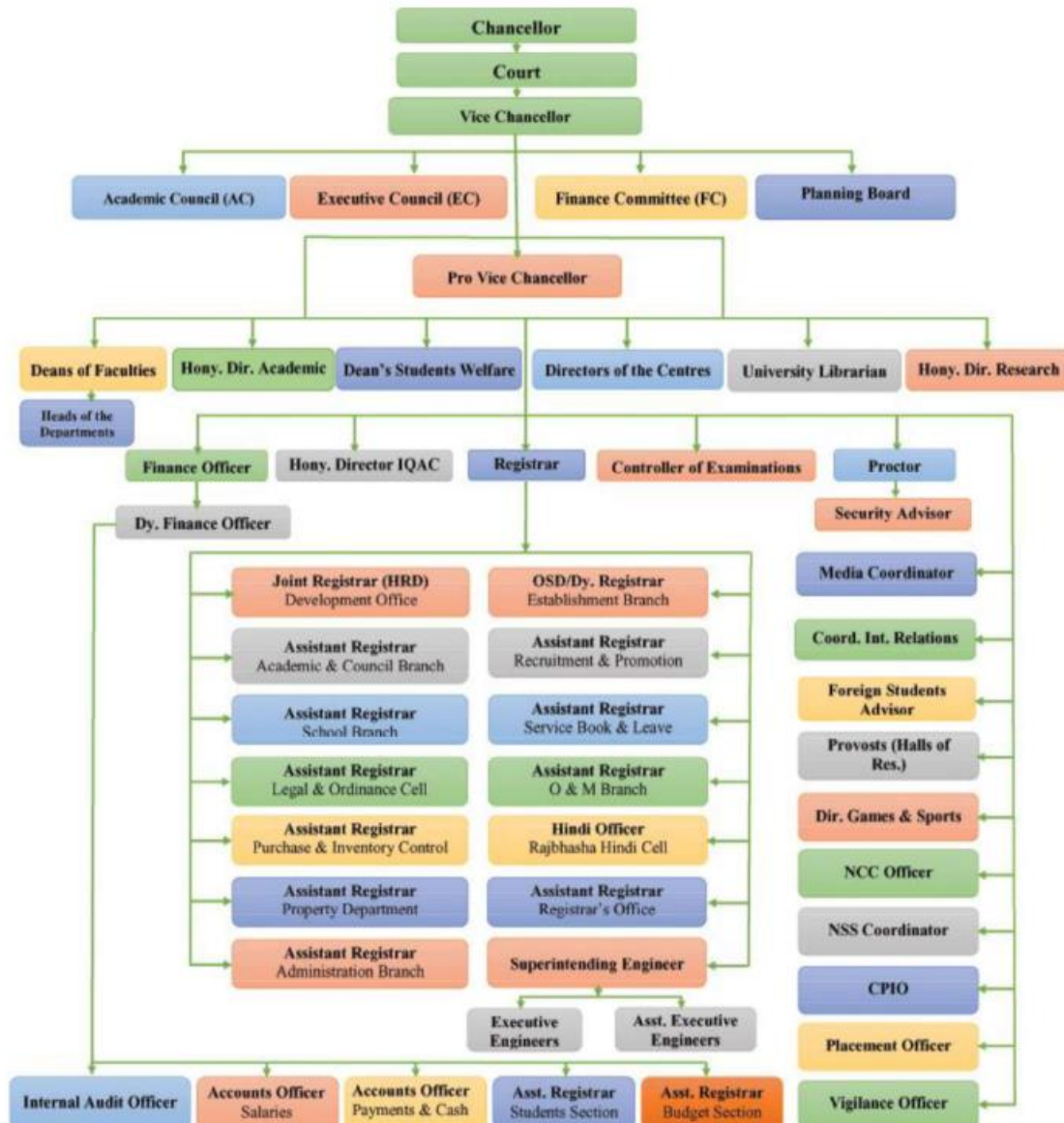
The University shall have the following powers, namely:-

- i. To provide for instruction in such branches of learning as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;
- ii. to promote the study of the religions, philosophy and culture of India;
- iii. to grant, subject to such condition as the University may determine, diplomas or certificates to, and confer degrees or other academic distinction on the basis of examination, evaluation or any other method of testing, on persons, and to withdraw any such diplomas, certificate, degrees or other academic distinctions for good and sufficient cause;
- iv. to organize and to undertake extra-mural studies, extension services, and other measures for the promotion of adult education;
- v. to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- vi. to provide, instruction, including correspondence and such other courses, to such persons as are not members of the University, as it may determine;

- vii. to institute Principalships, Professorships, Readerships, lectureships and other teaching or academic posts required by the University and to appoint persons to such Principalships, Professorships, Readerships, Lectureships or other posts;
- viii. to create administrative, ministerial and other posts and to make appointments thereto;
- ix. to appoint persons working in any other University or organization as teachers of the University for a specified period;
- x. to co-operate, collaborate or associate with any other University or authority or institution in such manner and for such purposes as the University may determine;
- xi. to establish and maintain Schools, Institutions and such Centers, Specialized Laboratories or other units for research and instructions as are, in the opinion of the University, necessarily for the furtherance of its object;
- xii. to institute and award fellowships, scholarships, studentships, medals and prizes;
- xiii. to establish and maintain Halls for the students of the University;
- xiv. to make provision for research and advisory services, and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary;
- xv. to declare a Centre, an Institution, a Department, a School as an autonomous Centre, Institution or Department or School, as the case may be in accordance with the Statutes;
- xvi. to determine standards for admission into the University, which may include examination, evaluation or any other method of testing;
- xvii. to demand and receive payment of fees and other charges;
- xviii. to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- xix. to make special arrangements in respect of women students as the University may consider desirable;
- xx. to regulate and enforce discipline among the employees and students of the University and take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- xxi. to make arrangements for promoting the health and general welfare of the employees of the University;
- xxii. to receive donation and to acquire, hold, manage and dispose off any property, movable or immovable, including trust and endowment properties for the purposes of the university;
- xxiii. to borrow, with the approval of the Central Government, on the security of the property of the University, money for the purpose of the University;
- xxiv. to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

# Organizational Chart of the University

## ORGANIZATION CHART



(Source: Annual Report 2022-23)

[https://jmi.ac.in/upload/menupupload/university annual report english 2022 2023.pdf](https://jmi.ac.in/upload/menupupload/university_annual_report_english_2022_2023.pdf)

**Officers of the University:**

'*Officers of the University*' may be accessed on the following links:

<https://jmi.ac.in/ADMINISTRATION/Administration>

**Working hours of the University:**

Office hours: 9.00 A.M. to 5.30 P.M. (Monday to Friday)

**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.**

Following are the few links of past Officers from the website:

<https://jmi.ac.in/About-Jamia/Profile/History/History/11529/Past-Chancellors-Profile>

<https://jmi.ac.in/About-Jamia/Profile/History/History/11530/Past-Vcs-Profile>

<https://jmi.ac.in/ACADEMICS/Departments/Department-Of-Social-Work/List-Of-Heads>

<b>MANUAL-2</b> <i>Section 4(1)(b)(ii)</i>	<b>The powers and duties of its officers and employees:</b>
---	---

The Shaikh-ul-Jamia (Vice-Chancellor) shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decision of all the authorities of the University.

**Powers and Duties of the Shaikh-ul-Jamia (Vice-Chancellor) (Statute: 3)**

1. The Shaikh-ul-Jamia (Vice-Chancellor) shall be the *ex-officio* Chairman of the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council), the Majlis-i-Maliyat (Finance Committee) and the Planning Board and shall, in the absence of the Amir-i-Jamia (Chancellor) preside at the meeting of the Anjuman (Court) and the Convocation held for conferring degrees and shall be entitled to be present at, and to 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.
2. It shall be the duty of the Shaikh-ul-Jamia (Vice-Chancellor) to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all powers necessary to ensure such observance.
3. The Shaikh-ul-Jamia (Vice-Chancellor) shall have the power to convene or cause to be convened meetings of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council), and the Majlis-i-Maliyat (Finance Committee) and the Planning Board.

**Powers and Duties of the NaibShaikh-ul-Jamia (Pro-Vice-Chancellor) (Statute: 4)**

1. The NaibShaikh-ul-Jamia (Pro-Vice-Chancellor) shall be appointed by the theMajlis-i-Muntazimah (Executive Council) on the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor) on such terms and condition as may be laid down in the Ordinances:

Provided that where the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor) is not accepted by the Majlis-i-Muntazimah (Executive Council), the matter shall be referred to the Visitor who may either appoint the person recommended by the Shaikh-ul-Jamia (Vice-Chancellor) or ask the Shaikh-ul-Jamia (Vice-Chancellor) to recommend another person to the Majlis-i-Muntazimah (Executive Council):

Provided further that the Majlis-i-Muntazimah (Executive Council) may, on the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor) appoint a Professor to discharge the duties of the NaibShaikh-ul-Jamia (Pro-Vice-Chancellor) in addition to his own duties as a Professor.

2. The term of office of the NaibShaikh-ul-Jamia (Pro-Vice-Chancellor) shall be such as may be decided by the Majlis-i-Muntazimah (Executive Council), but it shall not in any case exceed five years or until the expiration of the term of office of the Shaikh-ul-Jamia (Vice-Chancellor) whichever is earlier, and he shall be eligible for re-appointment:

Provide that the NaibShaikh-ul-Jamia (Pro-Vice-Chancellor) shall retire on attaining the

age of sixty-five years:

Provided further that the NaibShaikh-ul-Jamia (Pro-Vice-Chancellor) shall, while discharging the duties of Shaikh-ul-Jamia (Vice-Chancellor) under clause (6) of Statute 2, continue in office notwithstanding the expiration of the term of office until a new Shaikh-ul-Jamia (Vice-Chancellor), or the Shaikh-ul-Jamia (Vice-Chancellor), as the case may be, assumes office.

3. The emoluments and other terms and condition of service of the NaibShaikh-ul-Jamia (Pro-Vice-Chancellor) shall be such as may be prescribed by the Ordinances.
4. The NaibShaikh-ul-Jamia (Pro-Vice-Chancellor) shall assist the Shaikh-ul-Jamia (Vice-Chancellor) in respect of such matters as may be specified by the Shaikh-ul-Jamia (Vice-Chancellor) from time to time in this behalf and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Shaikh-ul-Jamia (Vice-Chancellor).

#### **Powers and Duties of the Musajjil (Registrar) (Statute: 5)**

1. The Musajjil (Registrar) shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of the Selection Committee constituted for the purpose under Statute 25.

2. The emoluments and other terms and condition of service of the Musajjil (Registrar) shall be such as may be prescribed by the Ordinances:

Provided that the Musajjil (Registrar) shall retire on attaining the age of sixty two years.

3. When the office of the Musajjil (Registrar) is vacant or when the Musajjil (Registrar) is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the official shall be performed by such person as the Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.

4. (i) The Musajjil (Registrar) shall have power to take disciplinary action against such of the employees of the University, excluding teachers and academic staff, as may be specified in the orders of the Majlis-i-Muntazimah (Executive Council) 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.

- ii. An appeal shall lie to the Shaikh-ul-Jamia (Vice-Chancellor) against any order of the Musajjil (Registrar) imposing any of the penalties specified in sub-clause (i)

- iii. In a case where the inquiry discloses that a punishment beyond the powers of the Musajjil (Registrar) is called for, the Musajjil (Registrar) shall, upon conclusion of the inquiry make a report to the Shaikh-ul-Jamia (Vice-Chancellor) along with his recommendation:

Provided that an appeal shall lie to the Majlis-i-Muntazimah (Executive Council) against an order of the Shaikh-ul-Jamia (Vice-Chancellor) imposing any penalty.

5. The Musajjil (Registrar) shall be *ex-officio* Secretary of the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council) and the Faculties, but shall not be deemed to be member of any of these authorities. He shall be the *ex-officio* Member-Secretary of the Anjuman (Court).
6. It shall be the duty of the Musajjil (Registrar):
  - i. to be the custodian of the records, the common seal and such other property of the University as the Majlis-i-Muntazimah (Executive Council), shall commit to his charge;
  - ii. to issue all notices convening meetings of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council) and Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;
  - iii. to keep the minutes of all the meetings of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council), Faculties and of any Committee appointed by the authorities of the University;
  - iv. to conduct the official correspondence of the Anjuman(Court), the Majlis-i-Muntazimah (Executive Council) and the Majlis-i-Talimi (Academic Council);
  - v. to arrange for and superintend the examination of the University in accordance with the manner prescribed by the Ordinances;
  - vi. 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;
  - vii. 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
  - viii. to perform such other duties as may be specified in these Statutes, or prescribed by the Ordinances or the Regulations or as may be required, from time to time, by the Majlis-i-Muntazimah (Executive Council) or the Shaikh-ul-Jamia (Vice-Chancellor).

#### **Powers and Duties of the Finance Officer (Statute: 6)**

- (1) The Finance Officer shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of the Selection Committee constituted for the purpose under Statute 25 on such terms and condition as may be prescribed by the Ordinances:
 

Provided that a person appointed as a Finance Officer shall retire from Office when he attains the age of sixty two years.
- (2) 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 Shaikh-ulJamia (Vice-Chancellor) may appoint for the purpose.
- (3) The Finance Officer shall be the *ex-officio* Secretary of the Majlis-i-Maliyat (Finance Committee), but shall not deemed to be a member of such Committee.
- (4) The Finance Officer shall advise the University as regards its financial policy and

perform such other financial functions as may be assigned to him by the Majlis-i-Muntazimah (Executive Council) or as may be prescribed by these Statutes or the Ordinances.

- (5) Subject to the control of the Majlis-i-Muntazimah (Executive Council), the Finance Officer shall :-
- (i) hold and manage the property and investments including trust and endowed property;
  - (ii) ensure that the limits fixed by the Majlis-i-Muntazimah (Executive Council) for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
  - (iii) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Majlisi-Muntazimah (Executive Council);
  - (iv) keep a constant watch on the state of the cash and bank balances and on the state of investment;
  - (v) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (vi) have the accounts of the University regularly audited by an internal audit party;
  - (vii) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that the stock-checking is conducted, of equipment and other consumable materials in all offices, Centres, Institutions and Schools maintained by the University;
  - (viii) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and
  - (ix) call for from any office, Institution, Centre, Department or School, under the University, any information or return that he may consider necessary for the performance of his duties.
- (6) The receipt issued by the Finance Officer or by the person or persons duly authorized in this behalf by the Majlis-i-Muntazimah (Executive Council) for any money payable to the University shall be sufficient discharge for payment of such money.



**Powers & Functions of the Controller of Examinations [Administrative Ordinance 4-A(IV-A)]**

[E.C. Resolution No. EC-2016(II) 3.59, dated: 28.06.2016]

[Notification No. 03/L&O/RO/JMI/2016, dated: 29.08.2016]

1. The Controller of Examinations shall be responsible for making all arrangements necessary for holding examinations and entrance tests and declaration of results. It shall be his/her responsibility to:
  - (a) prepare and announce in advance, calendar of examinations.
  - (b) ensure secrecy regarding the setting and printing of question papers.
  - (c) ensure the proper conduct of the examination and timely publication of the examination results.
2. Subject to the provision of the Acts, Statutes and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him/her from time to time by the Executive Council/Vice-Chancellor.

**Powers of Deans of Faculties (Statute: 7)**

1. Each Faculty shall have a Dean who shall be appointed by the Shaikh-ul-Jamia (Vice-Chancellor) from amongst the Professors in the Faculty for a period of three years by rotation:
 

Provided that if at any time there is no Professor in a Faculty, the Shaikh-ul-Jamia (Vice-Chancellor) may appoint a Reader as Dean from amongst the Readers. However, if a Professor is appointed in the Faculty during the period of the Reader as Dean, his tenure will cease from the date of the appointment of a Professor who shall then be the Dean.
2. A Dean on attaining the age of sixty two years, shall cease to hold office as such.
3. A Dean may resign his office at any time during his tenure, and a Professor may decline the offer of appointment as the Dean of a Faculty.
4. 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 the duties of his office, the duties of the office shall be performed by such person as the Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.
5. The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty. He shall have such other functions as may be prescribed by the Ordinances.
6. The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or Committee of the faculty, as the case may be, but not the right to vote thereat unless he is a member thereof.

### **Powers and Duties of the Heads of Departments (Statute: 8)**

- (1) Each Department shall have a Head of the Department who shall be a Professor and whose duties and functions and terms and condition of appointment shall be prescribed by the Ordinances:

Provided that if there are more than one Professor in any Department, the Head of the Department shall be appointed in accordance with the provisions made in respect thereof by the Ordinances:

Provided further that in case of Departments where there is only one Professor who has already been the head, the next senior most Reader/Associate Professor shall be appointed as Head of the Department. (The Headship of the Reader/Associate Professor appointed in such cases shall cease on joining of second or more Professors and the next Professor shall be appointed as Head of the Department).

Provided that while giving weightage to seniority of the Associate Professors for the purpose of appointment as Head of the Department, due consideration is to be given for academic contribution as reflected by research output and publications as well as administrative capabilities and acumen."

Provided further that in a Department where there is no Professor, a Reader may be appointed as the Head of the Department in accordance with the provision made in respect thereof by the Ordinances:

Provided also that if there is no Professor or Reader in a Department, Dean of the Faculty concerned shall act as the Head of the Department.

- (2) It shall be open to a Professor or a 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 the Department may resign his office at any time during his tenure of office.

### **Powers and Duties of the Dean of Students' Welfare (Statute: 9)**

- (1) Every Dean of Students' Welfare shall be appointed from amongst the teachers of the University, not below the rank of a Reader by the Majlis-i-Muntazimah (Executive Council) on the recommendation of the Shaikh-ul-Jamia (ViceChancellor).
- (2) Every Dean appointed under clause (1) shall be a whole time officer and shall hold office for a term of three years and shall be eligible for re-appointment:

Provided that the Majlis-i-Muntazimah (Executive Council) may, if it is considered necessary, appoint on the recommendation of the Shaikh-ul-Jamia (ViceChancellor) a teacher, not below the rank of a Reader to discharge duties of the Dean of Students' Welfare in addition to his duties and in such a case the Majlis-i-Muntazimah (Executive Council) may sanction a suitable allowance to be paid to him.

- (3) A person who is appointed as the Dean of Students' Welfare shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Students' Welfare.
- (4) When the office of the Dean of Students' Welfare is vacant or when the Dean of Students' Welfare is, by reason of illness or 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 Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.
- (5) The duties and powers of the Dean of Students' Welfare shall be prescribed by the Ordinances.

### **Powers of Directors**

The Director shall:

- a. Exercise overall control of the functioning of the concerned Centre
- b. Convene meetings of the Board of Management in consultation with the Chairman
- c. Chair the meetings of the Committee of Studies of the Centre
- d. Hold meetings of the Staff of the Centre for streamlining the functioning of the Centre and to carry out its activities more effectively.
- e. Be responsible for the safe custody of the records and the property of the Centre
- f. Operate budget of the Centre
- g. Organize and supervise academic programmes viz. seminars, symposia, workshops, extension lectures, training programmes, etc.
- h. Exercise such other powers and perform such other duties, as may be assigned to him/her by the Board of Management of the Centre.

### **Officiating charge in absence of the Director:**

- i. When the office of the Director falls vacant or when he/she is by reasons of illness, absence or any other cause unable to perform the duties of the office, the next senior most academic/scientific staff of the Centre, who shall not be in the grade less than that of an Associate Professor or its equivalent, shall discharge the duties of the Director. In case, no such official in the grade of Associate Professor or its equivalent is available in the Centre, the ShaikhulJamia shall appoint a Professor of the University to discharge the duties of the Director.

### **Powers of the University Librarian (Statute: 10)**

- i. The Librarian shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose under Statute 25 and shall be a whole time officer of the University.

- ii. The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Majlis-i-Muntazimah (Executive Council).

When the Vice-Chancellor and the Pro Vice-Chancellor are on leave or away from town for any reason, the senior most Professor shall perform the functions of the Vice-Chancellor according to their seniority from the date of appointment. In the event of the date of appointment of the two officers in their offices being the same, the seniority will be determined according to their date of birth.

### **Power and duties of other employees**

Powers are defined under the Acts, Statute and Ordinances and restricted to the Statutory Officers of the University. Duties and responsibilities are assigned to subordinate offices (other employees) of the University as per Internal Office Order.

NB:- The Acts, Statutes and Ordinances of the University are available on the University website—<https://jmi.ac.in/Index>

The detailed information regarding function and duties of various officers and councils/boards is available at the following link:

<https://jmi.ac.in/About-Jamia/Act-&-Statutes/Act-&-Statutes>

<https://jmi.ac.in/About-Jamia/Ordinances-&-Regulations/Ordinances-&-Regulations>

### **Work Allocation**

The work allocation is assigned to the following subordinate offices as per Internal office Order:-

#### **(A) Registrar's Office:**

- (i) Administration Section;
- (ii) Council & OrdinanceSection;
- (iii) Establishment Section (Teaching) &Establishment Section (Non-Teaching) ;
- (iv) Pension & Service Book Section;
- (v) Leave Section;
- (vi) Recruitment & Promotion Section (Teaching) &Recruitment & Promotion Section (Teaching);
- (vii) Legal Section;
- (viii) Purchase and Store Section;
- (ix) School Section;
- (x) Property & Estate Section;
- (xi) Academic Section;
- (xii) Planning & Development Branch;
- (xiii) Hindi Cell;
- (xiv) RTI Cell;
- (xv) Internal Quality Assurance Cell;
- (xvi) Sanitation Unit;

(xvii) Horticulture Department;

**(B) Examinations Branch:**

This Section functions under the headship of the Controller of Examinations and duties are assigned through internal office order as per workload.

**(C) Finance & Accounts Office:**

Finance & Accounts Section of the University functions under the headship of Finance Officer and following Sections are assigned through internal office order as per workload:-

- (i) Bill Section;
- (ii) Students' Section;
- (iii) P.F. Section;
- (iv) Account Section;
- (v) Cash Section;
- (vi) Salary Section;
- (vii) Salary Section (Taxation);
- (viii) PFMS Cell;
- (ix) Budget Section;
- (x) Grant Section;

**MANUAL-3**  
Section 4(1)(b)(iii)

**The procedure followed in the decision making process, including channels of supervision and accountability:**

Decisions in various matters are taken by the appropriate authorities of the University as per the procedures laid down under various Ordinances, rules and regulations of the University.

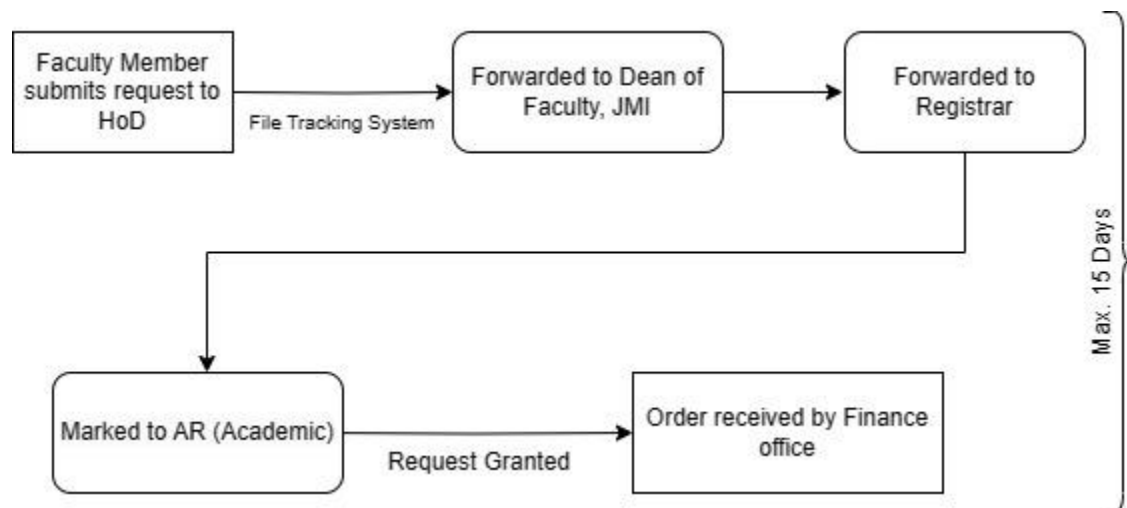
The administration of the University consists of various Sections which are normally headed by a Section Officer who is a Group 'B' Officer. The Section Officer performs the duty of a supervisor and manages the affairs of the Section. He is assisted by the Assistants, UDC, LDC as is posted as per administrative requirement, workload etc. Office Attendants, Daftries help in proper file management and transit of files/papers for day to day purposes. The Sections under the central administration report to the concerned Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar/Pro Vice-Chancellor as per administrative requirement. The Sections in the Faculties/Departments report to the concerned Administrative Officer or the Head of the Department as the case may be.

The setup of the Examination Office and Libraries of the University is hierarchically similar to the Central administration of the University as far as channel of submission of the files are concerned, subject to changes as per administrative convenience.

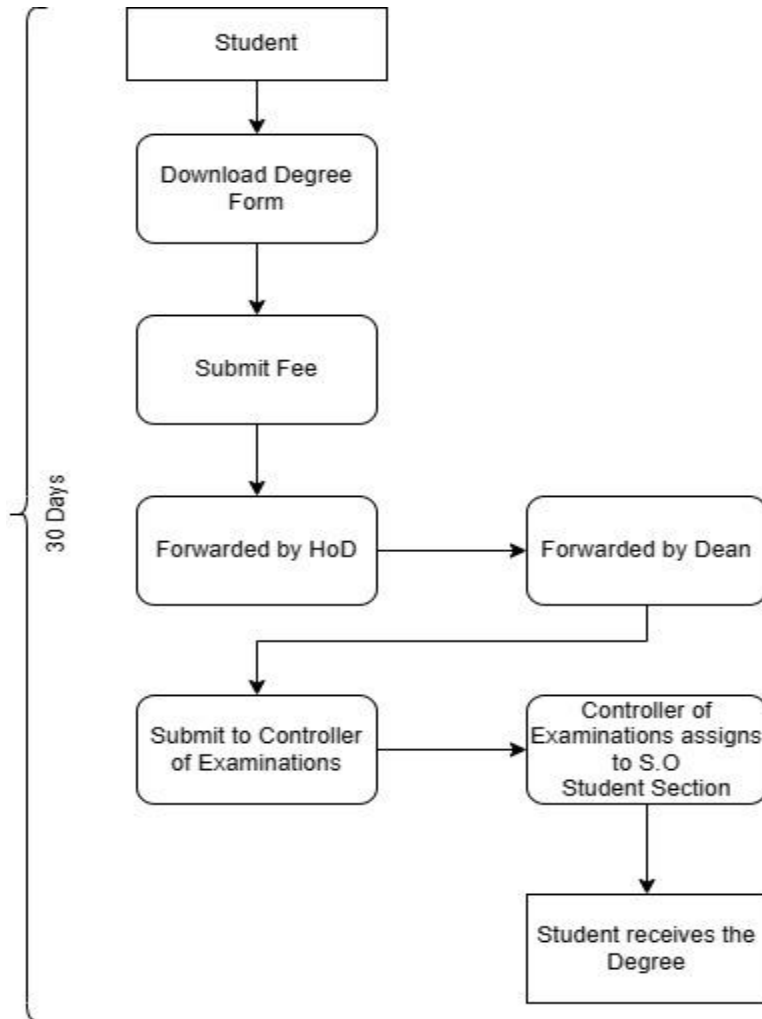
**Time limit for taking decisions, if any**

The time limit for taking decisions varies from item to item depending on the nature of the matters and grievances.

Following is an example of a procedure involving a Faculty Member: Applying for a Conference Grant to the University



Following is an example of Student-Centric Task: Applying for a Degree



### Channel of supervision and accountability

The Channel of supervision is as per the organisational structure of the University. Every employee is accountable towards his/her duties assigned to them from time to time.

<b>MANUAL-4</b> <i>Section 4(1)(b)(iv)</i>	<b>The norms set by it for the discharge of its functions:</b>
---	--

Norms and standards for various activities of the University are set by the Authorities of the University such as University Court, Executive Council (EC)/Academic Council (AC) etc.

The Executive Council (EC) has, inter alia, the power of management of all administrative affairs of the University.

Academic Council (AC) is the academic body of the University. Subject to the provisions of the Jamia Millia Islamia Act, 1988, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination of the University and other academic matters.

Finance Committee (Statute 24) – Functions of the Finance Committee include the following:

The Annual accounts and the financial estimates of the University are laid before the Finance Committee for consideration and comments and thereafter to the Executive Council for approval. The Finance Committee fixes the limits for the total recurring and non-recurring expenditure for the year based on the income and resources of the University.

A report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet, as audited, and the financial estimates is presented to the Court at its annual meeting.

#### **Authorities of the University**

- i. The Anjuman (Court)
- ii. The Majlis-i-Muntazimah (Executive Council)
- iii. The Majlis-i-Talimi (Academic Council)
- iv. The Majlis-i-Maliyat (Finance Committee)
- v. The Faculties
- vi. The Planning Board and
- vii. Such other authorities as may be declared by the Statutes to be authorities of the University.

#### **The Anjuman (Court):**

1. The constitution of the Anjuman (Court) and the term of office of its members shall be prescribed by the Statutes.
2. Subject to the provision of this Act, the Anjuman (Court) shall have the following powers and functions, namely:-
  - a. to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University
  - b. to consider and pass resolution on the annual report and the annual accounts of the University and the audit report on such accounts
  - c. to advise the Visitor in respect of any matter which may be referred to it for advice; and
  - d. to perform such other functions as may be prescribed by this Act or Statutes.



**The Majlis-i-Muntazimah (Executive Council)**

1. The Majlis-i-Muntazimah (Executive Council) shall be the principal executive body of the University.
2. The constitution of the Majlis-i-Muntazimah (Executive Council), the term of office of its members and its powers and duties shall be prescribed by the Statutes.

**The Majlis-i-Talimi (Academic Council)**

1. The Majlis-i-Talimi (Academic Council) shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and Ordinances, co-ordinate and exercise general supervision over the academic policies of the University.
2. The constitution of the Majlis-i-Talimi (Academic Council), the term of office of its members and its powers and duties shall be prescribed by the Statute.

**The Planning Board**

1. The Planning Board shall be the principal planning body of the University.
2. The constitution of the Planning Board, term of office of its members and its powers and duties shall be prescribed by the Statutes.

**Other Authorities of the University**

1. The constitution, powers and functions of the Faculties and of such other authorities as may be declared by the Statutes to be authorities of the University, shall be prescribed by the Statutes.

**Power to make Statutes**

Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

- a. the constitution, powers and functions of the authorities and other bodies of the University, as may be constituted from time to time;
- b. the election and continuance in office of the members of the said authorities, filling of vacancies of members, and all other matters relating to those authorities for which it may be necessary or desirable to provide;
- c. the appointment, powers and duties of the officers of the University and their emoluments;
- d. the appointment of teachers of the University and other academic staff and their emoluments;
- e. the appointment of teachers and other academic staff working in any other University or Institution for a specific period for undertaking a joint project;
- f. the conditions of service of employees including provision for pension, insurance and provident fund, the manner of termination of service and disciplinary actions;
- g. the principles governing seniority of service of employees;
- h. the procedure for arbitration in case of disputes between employees or students and the University;
- i. the procedure for appeal to the Majlis-i-Muntazimah (Executive Council) by any employee or student against the action of any officer or authority of the University;
- j. the establishment and recognition of the students' union or association of teachers, academic staff or other employees;

- k. the participation of the student in the affairs of the University;
- l. the conferment of honorary degrees;
- m. the withdrawal of degrees, diplomas, certificates and other academic distinctions;
- n. the institution of fellowships, scholarships, studentships, Medals and prizes;
- o. the maintenance of discipline among the students;
- p. the establishment and abolition of Faculties, Departments, Centres and Schools;
- q. the delegation of powers vested in the authorities or officers of the University; and
- r. all other matters which by this Act are to be, or may be, prescribed by the Statutes.

### **Statutes how to be made**

1. The first Statutes are those set out in the Schedule.
2. The Majlis-i-Muntazimah (Executive Council) may, from time to time, make new or additional Statutes referred to in sub-section (1):  
Provided that the Majlis-i-Muntazimah (Executive Council) shall not make, amend or repeal any Statute affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by Majlis-i-Muntazimah (Executive Council).
3. Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the assent of the Visitor who may assent thereto or withhold assent or remit to the Majlis-i-Muntazimah (Executive Council) for consideration.
4. A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.
5. Notwithstanding anything contained in the foregoing sub-section, the Visitor may make new or additional Statutes or amend or repeal the Statutes referred to in sub-section (1) during the period of three years immediately after the commencement of this Act.
6. Notwithstanding anything contained in the foregoing sub-sections, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Majlis-i-Muntazimah (Executive Council) is unable to implement such a direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Majlis-i-Muntazimah (Executive Council) for its inability to comply with such direction make or amend the Statutes suitably.

### **Power to make Ordinances**

1. Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-
  - a. the admission of students to the University and their enrolment as such;
  - b. the courses of study to be laid down for all degrees, diplomas and certificates of the University;
  - c. the medium of instruction and examination;
  - d. the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
  - e. the fees to be charged for courses of study in the University and for admission to the examinations, degrees, diplomas and certificates of the University;
  - f. the conditions for the award of fellowship, Scholarships, studentships, medals and prizes;
  - g. the conduct of examination, including the term of office and manner of appointment and the duties examining bodies, examiners and moderators;

- h. the condition of residence of the students of the University;
  - i. the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing of special courses of studies for them;
  - j. the appointment and emoluments of employees other than those for whom provision has been made in the Statutes;
  - k. the establishment of Centres of Studies, Boards of Studies, Inter-disciplinary Studies, Special Centres, Specialized Laboratories and other Committees;
  - l. the manner of co-operation and collaboration with other universities and authorities including learned bodies or associations;
  - m. the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
  - n. the remuneration to be paid to the examiners, moderators, invigilators and tabulators;
  - o. such other terms and conditions of service of teachers and other academic staff as are not prescribed by the Statutes;
  - p. the management of institutions established by the University; and
  - q. all other matters which by this Act or the Statutes may be prescribed by the Ordinances.
2. The regulations and bye-laws in force immediately before the commencement of this Act shall be the first Ordinances of the University and may be repealed or amended at any time by the Majlis-i-Muntazimah (Executive Council).

### **Power to make Regulations**

The authorities of the University may make Regulation consistent with this Act, the Statutes and the Ordinances for the conduct of their own business, and that of the Committees appointed by them and not provided for by this Act, the Statutes or the Ordinances in the Manner prescribed by the Statutes.

Detailed information is also available at the following link

<https://www.jmi.ac.in/aboutjamia/authorities/faculties>

### **Time-limit for achieving the targets**

The academic departments, centres and schools of the University holds conferences, seminars, workshops on different topics of interest and necessity, and prevalent conditions and trends in national and international scenario, for which a definite targets are set in a given time-frame that differs from event to event. However, the University prepares an academic calendar for smooth conduct of the educational programmes and courses run by its maintained educational institutions, faculties, departments, and centres/schools that depicts certain level of target to be achieved in an academic year. The Academic Calendar of the University is available at the following link of the University's website: <https://jmi.ac.in/ACADEMICS/Academic-Calendar/Academic-Calendar>

### **Process of redress of grievances:**

All grievances are redressed effectively depending upon the nature of grievances/complaints received from the students, employees and faculty members through the following mechanism:

- (i) Internal Complaints Committee (ICC) for redressal of sexual harassment complaint received from faculty members, other employees and students;
- (ii) Complaint against students are redressed through the Disciplinary Committee under Chief Proctor;
- (iii) Complaints related to examinations are redressed through Redressal Grievances Committee under the Controller of Examinations;
- (iv) Employees' grievances related to service matters are redressed through the Establishment Committee.

Apart from the above, other complaints are redressed through a duly constituted Committee by the Competent Authority depending upon the nature/gravity of the complaint.

<b>MANUAL-5</b> <i>Section 4(1)(b)(v)</i>	<b>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:</b>
--	---

- Statutes of Jamia Millia Islamia as made under Section 24 of the Jamia Millia Islamia Act, 1988.
- Ordinances of the University as made under Section 25 of the Jamia Millia Islamia Act, 1988.
- Regulations of the University as made under Section 26 of the Jamia Millia Islamia Act, 1988.
- Reservation policies of the Govt. of India as applicable to Jamia Millia Islamia in recruitment related matters from time to time.
- Terms and Conditions of service of University Teachers under Ordinance 27 of Jamia Millia Islamia Act, 1988.
- Syllabi of various courses run by the University
- General Financial Rules (GFR) as applicable to the University
- Govt. of India Manual on policies and procedures of employment of consultants.
- Govt. of India Manual on policies and procedures for purchase of goods.
- Govt. of India Manual on policies and procedures for procurement of work.
- Fundamental Rules and Supplementary Rules of Government of India as applicable to the University.
- Memorandum of Association and the Rules of Jamia are available on Jamia Website

### **Transfer Policy and transfer orders**

It is effected in view of administrative exigency of official work within the University. The University is an unitary organization. Therefore, transfers of its officers and personnel are made within its maintained institutions, departments, and offices at its campus located in National Capital Territory at New Delhi. There is no policy for regular transfers of the employees.

Click: ([Annexure-2](#))

### **Muslim Minority:**

Vide Judgement dated 22.2.2011 in Case No. 1443 of 2006 (along with connected petitions), the JMI has been declared a Minority Educational Institution under Article 30(1) of the Constitution of India read with Section 2(g) of the National Commission for Minority Educational Institutions Act by the Commission. As a consequence there of, the University shall provide for the following reservations:

- (i) 30% of the total number of seats in each Program shall be earmarked for Muslim applicants.
- (ii) 10% of the total number of seats in each Program shall be earmarked for Women applicants who are Muslims.
- (iii) 10% of the total number of seats in each Program shall be earmarked for “Other Backward Classes” (OBCs) and Scheduled Tribes who are Muslims, as per the list notified by the Central Government.

**Note:**

- The reservation for Muslim OBC candidates will only be applicable to the candidates belonging to the “Non- Creamy Layer”. All such applicants are required to submit an OBC (Central Government List) certificate from the competent authority, format of which is available on:

<<http://ncbc.nic.in/backwardclasses/index.html>>

- If seats remain vacant in any program from amongst the 10% of the total number of seats earmarked as per 5.1 (ii) and (iii) above, such vacant seats shall stand transferred to the category 5.1(i),i.e., Muslim applicants.

**The list is indicative of major areas of governance. It is, however, not exhaustive. These documents are available on the website of the University <<https://www.jmi.ac.in/>>.**

[https://jmicoe.in/pdf24/REVISED%20PROSPECTUS%202024-25%20\(19.02.2024\) Final%20\(2\).pdf](https://jmicoe.in/pdf24/REVISED%20PROSPECTUS%202024-25%20(19.02.2024) Final%20(2).pdf)

<b>MANUAL-6</b> <i>Section 4(1)(b)(vi)</i>	<b>A statement of the categories of documents that are held by it or under its control:</b>
---	---

Minutes of the University Court, Executive Council and Academic Council are published on the University website from time to time.

Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available online on <[www.jmicoe.in](http://www.jmicoe.in)>.

Following documents are also available on the University website, <<https://www.jmi.ac.in/>>:

Annual Report of the University\*

Financial Estimates of the University\*

Certified Annual Accounts available\*

Audit reports available in print form

Academic Calendar of the University

List of holidays observed by the University

Building & Construction Department (B&C) follows the 'CPWD Manual Works'.

-----  
\*There is a time lag between the approved versions and their printed versions.

### **Categories of documents**

#### **Custodian of documents/ categories**

The Ordinance-XXXVI (Administrative) may be referred. However, following documents of the University are available at Homepage on its website: <<https://www.jmi.ac.in/>>:

<b>Categories of documents</b>	<b>Custodian of documents/categories</b>
Minutes of the University Court, Executive Council and Academic Council are published on the University website from time to time which is available at the link: <a href="https://jmi.ac.in/About-Jamia/University-Court/Executive-Council">https://jmi.ac.in/About-Jamia/University-Court/Executive-Council</a> <a href="https://jmi.ac.in/About-Jamia/University-Court/Anjuman-(Court)">https://jmi.ac.in/About-Jamia/University-Court/Anjuman-(Court)</a>	Asst. Registrar (Council & Ordinance)
Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available online on <a href="http://www.jmicoe.in">www.jmicoe.in</a> .	Asst. Registrar (Academic)/ Controller of Examinations
Annual Report of the University*	Asst. Registrar (Academic)
Financial Estimates of the University*	Finance Officer
Certified Annual Accounts available*	Finance Officer
Audit reports available in print form	Finance Officer
Academic Calendar of the University	Asst. Registrar (Academic)
List of holidays observed by the University, accessible at the University website at the bottom of the homepage.	Asst. Registrar (Administration)
Building & Construction Department (B&C) follows the 'CPWD Manual Works'.	Executive Engineer

**MANUAL-7**  
Section 4(1)(b)(vii)

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

Various statutory bodies of the University, namely the University Court, Executive Council (EC), Academic Council (AC), etc., comprise of eminent people from society and representatives of member of the public who directly participate in the affairs of the University. The particulars of such bodies/authorities of the University are provided under **Section-17** of the Jamia Millia Islamia Act, 1988. The Jamia Millia Islamia Act is accessible at the University website at the following link:

<<https://jmi.ac.in/upload/menuupload/ActStatutes.pdf>>

However the names of Boards, Councils, Committees, are as under:

- Court,
- Executive Council,
- Academic Council,
- Planning Board,
- Finance committee

**The University Court** has representation from the members of the public which can be accessed at the following link of the Jamia website:

[https://jmi.ac.in/About-Jamia/University-Court/Anjuman-\(Court\)](https://jmi.ac.in/About-Jamia/University-Court/Anjuman-(Court))

**The Majlis-i-Muntazimah (Executive Council)** shall consist of the members the names of which are available on the University website at the following link:

<https://jmi.ac.in/About-Jamia/University-Court/Executive-Council>

**The Majlis-i-Talimi (Academic Council)** consists of the members or representation from the public which is accessible on Jamia website at the following link:

<https://jmi.ac.in/About-Jamia/University-Court/Academic-Council>

**The Planning Board** consisting of the members or representation from the public is accessible on Jamia website at the following link:

<https://jmi.ac.in/About-Jamia/University-Court/Planning-Board>

**The Majlis-e-Maliyat (Finance Committee):** The constitution of this Finance Committee is accessible on Jamia website at the following link:

<https://jmi.ac.in/About-Jamia/University-Court/Finance-Committee>

#### **Term/Tenure**

The term of members, excluding ex-officio members, shall be three years and they shall be eligible for reappointment.



**Publicity Band Public Interface****Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof**

Please refer relevant RTI Manuals. The necessary information may be accessed at the link of the University portal given in this Manual hereinabove.

**Public-Private Partnerships (PPP)—**

- **Details of Special Purpose Vehicle (SPV), if any**
- **Detailed project reports (DPRs)**
- **Concession agreements**
- **Operation and maintenance manuals**
- **Other documents generated as part of the implementation of the PPP**
- **Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government**
- **Information relating to outputs and outcomes**
- **The process of the selection of the private sector party (concessionaire etc.)**
- **All payment made under the PPP project**

The above information regarding Public-Private Partnerships (PPP) are Not Applicable to the University.

<b>MANUAL-8</b> <i>Section4(1)(b)(viii)</i>	<b>Court, Councils, Committees, Faculties, Departments, Boards etc. under the University:</b>
--	---

- **University Court:** The constitution of the Court consisting of two or more persons is provided in Statute-11 of the Jamia Millia Islamia Act, 1988.
- **Executive Council (EC):** The constitution of the EC consisting of two or more persons is provided in Statute-13 of the Jamia Millia Islamia Act, 1988.
- **Academic Council (AC):** The constitution of the AC consisting of two or more persons is provided in Statute-15 of the Jamia Millia Islamia Act, 1988.
- **Finance Committee (FC):** The constitution of the FC consisting of two or more persons is provided in Statute-24 of the Jamia Millia Islamia Act, 1988.
- **Planning Board:** The constitution of the Planning Board consisting of two or more persons is provided in Statute 16-A of the Jamia Millia Islamia Act, 1988.
- **Faculties and Departments:** As provided in Statute-17 of the Jamia Millia Islamia Act, 1988.
- **Constitution of Faculties:** As provided in Statute-18 of the Jamia Millia Islamia Act, 1988.
- **Board of Studies (BoS):** As provided in Statute-21 of the Jamia Millia Islamia Act, 1988.
- **Board of Management (BoM) of the Mass Communication Research Centre (MCRC):** As provided in Statute-22 of the Jamia Millia Islamia Act, 1988.
- **Board of Management (BoM) in respect of other Centres:** As provided in Statute 22-A of the JamiaMilliaIslamia Act, 1988.
- **Jamia Schools: Constitution of Board of Management (BoM) of Jamia Schools,** is as provided in Statute-23 of the Jamia Millia Islamia Act, 1988.
- **EXAMINATION COMMITTEE** as provided in Academic Ordinance 16(XVI) of the University.

A statement of the constitution of the above-referred authorities/bodies is accessible in the respective Statute of the JMI Act, 1988, and Ordinances of the University, which are available on the JMI website at the following link:

- ✓ Act & Statute: <<https://jmi.ac.in/upload/menuupload/ActStatutes.pdf>>
- ✓ Ordinances: <https://www.jmi.ac.in/About-Jamia/Ordinances-&-Regulations/Ordinances-&-Regulations>

Following is the website link for members of authorities/bodies of the University with date of inception:

- ✓ <https://jmi.ac.in/About-Jamia-Dashboard/About-Jamia-Dashboard>

**Whether their meetings are open to the public?**

**No**

**Whether the minutes of the meetings are open to the public?**

The minutes are available on the following link:

<https://jmi.ac.in/About-Jamia/University-Court/Executive-Council>

[https://jmi.ac.in/About-Jamia/University-Court/Anjuman-\(Court\)](https://jmi.ac.in/About-Jamia/University-Court/Anjuman-(Court))

<https://jmi.ac.in/About-Jamia/University-Court/Academic-Council>

<b>MANUAL-9</b> <i>Section 4(1)(b)(ix)</i>	<b>Directory of its Officers and employees:</b>
---	---

- This directory is available on the website of the University on the Home Page under the following links:

<https://jmi.ac.in/ADMINISTRATION/Administration>

<https://jmi.ac.in/Faculty-Dashboard/All-Faculty>

<https://jmi.ac.in/upload/menuupload/emaildirectory.pdf>

<https://jmi.ac.in/Faculty-Staff/Head/Incharge-Of-Offices-List/Deans-Of-Faculties>

<b>MANUAL-10</b> <i>Section 4(1)(b)(x)</i>	<b>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:</b>
---	--

Information providing all details regarding monthly remuneration as in the year 2023 is provided in a tabular form which is available at **Annexure-1** to this manual.

Click:-([Annexure-1](#))

### **System of compensation as provided in its regulations**

The faculty members, staff, and students are entitled to the following facilities:

- Pension & Gratuity;
- HRA & TA/DA,
- LTC facility,
- Earned Leave, Medical Leave, Casual Leave, Duty Leave, Special Casual Leave, Sabbatical Leave, Extra-ordinary Leave
- Maternity Leave to female staff of the University
- Health facility
- Winter/Summer vacations applicable to teaching staff
- Consultancy
- Reservations to certain category of students in admissions to academic programmes
- Certain scholarship programmes to students
- Such other facilities as notified by the Government

<b>MANUAL-11</b> <i>Section 4(1)(b)(xi)</i>	<b>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:</b>
--	--

### **Total Budget for the Public Authority**

Details are present the following Annexure: [Annexure 10](#)

[https://jmi.ac.in/upload/menuupload/university\\_annual\\_report\\_english\\_2022\\_2023.pdf](https://jmi.ac.in/upload/menuupload/university_annual_report_english_2022_2023.pdf)

The budget allocated is every financial year to each of the Departments, Offices, and Schools as per the recommendations of the Finance Committee and final allocation approved by the U.G.C. The details for budget allocation are available on the University's website at the link: [https://jmi.ac.in/University-Reports-Dashboard/Financial-Report-\(English\)](https://jmi.ac.in/University-Reports-Dashboard/Financial-Report-(English))

### **Foreign and Domestic Tours (F.No.1/8/2012-IR dated 11.09.2012)(SAR Para 2.2) Budget (SAR Para 2.2.1)**

Necessary information is given in the following Annexure: [\(Annexure-3\)](#)

**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 combination of the above – and, (d) The rate/rates and the total amount at which such procurement or works contract is to be executed.**

### **Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract**

The Store & Purchase Section is looking after the purchase of various types of equipments/furniture as well as maintenance of water coolers, air-conditioners, ROs, photocopier machines, furniture, UPS, lab equipments etc. All the purchases are made through GeM (Government e-Market) or e-Tender. As per GFR 2017, all the purchases amounting to more than Rs.25,000/- are made through GeM and purchases/Annual Maintenance Contract amounting to more than Rs.2,50,000/- are made through e-Tender. All notice/tender enquiries and corrigenda including the details of items and their estimated costs are uploaded on Jamia website. These tenders are available at following link:

<https://jmi.ac.in/BULLETIN-BOARD/Tenders/Latest>

More details are available in the following annexure: [\(Annexure – 13\)](#)

### **Discretionary and non-discretionary grants**

**Discretionary and non-discretionary grants/allocations to State Government/NGOs/ other institutions**

–Not Applicable–

### **Annual accounts of all legal entities who are provided grants by public authorities**

–Not Applicable–

<b>MANUAL-12</b> <i>Section4(1)(b)(xii)</i>	<b>The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes</b>
--	---

The University does not have any subsidy Programme.

<b>MANUAL-13</b> <i>Section 4(1)(b)(xiii)</i>	<b>Particulars of recipients of concessions, permits or authorizations granted by it:</b>
--	---

This manual is not applicable as the University does not issue any concessions/permits/authorization.

**CAG & PAC paras**

CAG & PAC paras and the action taken reports (ATRs) after these have been laid on the tables of both houses of the parliament:

The requisite information is available for the year 2022-23 in the form of a report (page no. 87-99) at the following link:

[https://www.jmi.ac.in/upload/menuupload/annual\\_accounts\\_balance\\_sheet\\_english\\_2022-23.pdf](https://www.jmi.ac.in/upload/menuupload/annual_accounts_balance_sheet_english_2022-23.pdf)



<b>MANUAL-14</b> <i>Section 4(1)(b)(xiv)</i>	<b>Details in respect of the information, available to or held by it, reduced in an electronic form:</b>
---	--

- University website containing the Act, Statutes and Ordinances available on the University website– <[www.jmi.ac.in](http://www.jmi.ac.in)>which is updated from time to time.
- Information about the admissions, syllabus, examinations, courses, results are available on the website of the University.
- Information regarding various faculties/department, Library, Alumni, placement, vacant positions is available on University website.
- Handbooks, tenders and quotations, notifications issued from time to time, last advertisement, various kind of forms are also available on the website of the University with the link on the Home Page.
- Information about Sports, Co-curricular activities, Jamia Community Centre, University and City Maps, Maktaba Jamia, approved Hospitals of the University, Jamia Women's Health Club are also available on the website of the University.
- Information about examinations, results, etc. Can be accessed by visiting the website of the Controller of Examinations at <<http://www.jmicoe.in/>>
- Besides, please also refer Section 4(1)(b).

<b>MANUAL-15</b> <i>Section 4(1)(b)(xv)</i>	<b>Means, methods and facilities available to citizens for obtaining information:</b>
--	---

Information can be obtained by the citizens through various means which includes:

- Website of the University:- <<https://www.jmi.ac.in/>>
- Notice boards at the Departments, Faculties, various offices of the University.
- Prospectus/Brochures of various courses run by the respective Departments/Faculties of the University. Prospectus/Brochures are available on the University website.
- Office of the Dean, Students' Welfare, Jamia Millia Islamia, New Delhi.
- Dedicated counters at the Examination Office of the University which deals with examination related matters.
- Information for the general public is disseminated through press releases, advertisements etc. These are available on the University website: <<https://www.jmi.ac.in/>>
- The Outreach Programme, Jamia has a twofold objective:
  - (a) To organize events, which might be of interest to the wider community within the University.
  - (b) To collaborate with others to reach out to the most disempowered and disenfranchised sections of society.

The information about the above is sent out through notices/pamphlets, e-mails and by uploading the information on the website.

- The citizen of India can also seek information as per Right to Information Act, 2005.

<b>MANUAL-16</b> <i>Section 4(1)(b)(xvi)</i>	<b>The names, designations and other particulars of the Public Information Officers:</b>
---	--

The names, designations and other particulars of the Central Public Information Officers (CPIOs) and First Appellate Authorities (FAAs) are provided on navigating the left side of the 'Home Page' of Jamia website under 'Right to Information' column. For accessing the names of CPIOs & FAAs click here the link:

<https://jmi.ac.in/ADMINISTRATION/Right-To-Information-Act/Names-Of-CPIO-&-FAA>

<b>MANUAL-17</b> <i>Section 4(1)(b)(xvii)</i>	<b>Such other information as may be prescribed:</b>
--	---

**An Overview of RTI and Fee:**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication.

The Citizen of India can also seek information online, the facility provided by the Government of India through RTI Online portal at the following link:

<<https://rtionline.gov.in/>>

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash receipt from Accounts Office of Jamia Millia Islamia, New Delhi or by demand draft or bankers cheque or Indian Postal Order payable to Jamia Millia Islamia, New Delhi.

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft of bankers cheque or Indian Postal Order payable to Jamia Millia Islamia, New Delhi at the following rates:

- (a) Rupees two for each page (in A4 or A3 size paper) created or copied;
- (b) Actual charges or cost price of a copy in larger size paper
- (c) Actual cost or price for samples or models; and
- (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or demand draft or bankers cheque or Indian Postal Order payable to Jamia Millia Islamia, New Delhi at the following rates:

- (a) For information provided in diskette/CD or floppy, rupees fifty per diskette/CD or floppy; and
- (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy of extracts from the publications.

**Grievance Redressal Mechanism/ Process of redress of grievances:**

Please refer Manual-4 of this Information Handbook.

**List of completed schemes/ projects/ programmes(SAR Para 4.5.3)****List of completed schemes/ projects/ programmes underway (SAR Para 4.5.4)**

Necessary information is given in the following Annexure:([Annexure-4](#))

Information can also be sought from the webpage of the various departments of the University.

Few examples are:

[https://www.jmi.ac.in/upload/menuupload/fet\\_ci\\_funded\\_projects\\_2022.pdf](https://www.jmi.ac.in/upload/menuupload/fet_ci_funded_projects_2022.pdf)

<https://jmi.ac.in/ACADEMICS/Departments/Department-Of-Biosciences/Research>  
[https://jmi.ac.in/upload/menuupload/bt\\_research\\_projects.pdf](https://jmi.ac.in/upload/menuupload/bt_research_projects.pdf)  
[https://jmi.ac.in/upload/menuupload/fet\\_el\\_r&d\\_projects\\_2019april11.pdf](https://jmi.ac.in/upload/menuupload/fet_el_r&d_projects_2019april11.pdf)

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

Please refer Manual-11 of this Information Hand book under the heading “Information related to procurements.....”

**Annual Report**

Following is the link for Annual Report of the University:

[https://jmi.ac.in/University-Reports-Dashboard/Annual-Report-\(English\)](https://jmi.ac.in/University-Reports-Dashboard/Annual-Report-(English))

**Frequently Asked Questions (FAQ)**

<https://jmi.ac.in/ACADEMICS/Students-Helpdesk/FAQ>  
[https://jmi.ac.in/Centre-For-Distance-And-Online-Education-\(CDOE\)/FAQ](https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/FAQ)

**Citizen’s Charter**

The information on Citizen’s Charter is present in the following Annexure: [Annexure 8](#)

**Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]**

**Details of applications received under RTI and information provided  
 Receipt & Disposal of RTI Applications & Appeals**

**Details of Applications received and disposed:  
 Details of Appeals received and orders issued:**

Necessary information is given in the following Annexure:([Annexure-5](#))

**Replies to questions asked in the Parliament [Section 4(1)(d)(2)]  
 Details of questions asked and replies given**

Necessary information is given in the following Annexure:([Annexure-6](#))

**Such other information as may be prescribed  
 [F.No.1/2/2016-IR dated 17.08.2016, F.No.1/6/2011-IR dated 15.04.2013]**

**Name & Details of- (a) current CPIOs & FAAs, (b) earlier CPIOs & FAAs from 1.1.2015**

**(a) Current CPIOs & FAAs:**

The required information is available on the University website at the following link:

<https://jmi.ac.in/ADMINISTRATION/Right-To-Information-Act/Names-Of-CPIO-&-FAA>

**(b) Earlier CPIOs & FAAs from 01.01.2015**

The required information containing the list of **Former CPIOs & FAAs** maybe accessed on the University website at the following link:

<https://jmi.ac.in/ADMINISTRATION/Right-To-Information-Act/Manuals-Of-RTI>  
(Annexure-7)

**Details of Third Party Audit of voluntary disclosure- (a) Dates of Audit carried out, (b) Report of the Audit carried out**

Recommendations of the Auditors have been incorporated in the RTI Manuals uploaded on the University website.

**Date of Third Party Audit:**

<u>Year</u>	<u>Date</u>
2020-2021	18/10/2021
2022-2023	24/07/2023

The audited report for the year 2022-23 is given in the following Annexure: [Annexure 9](#)

**Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD- (a) Date of appointment, (b) Name and Designation of the Officers**

Information is provided on the following link:-<https://jmi.ac.in/ADMINISTRATION/Right-To-Information-Act/Names-Of-CPIO-&-FAA>

<b>Date of appointment</b>	<b>Name &amp; Designation of the Officer</b>
19.07.2016 (Former)	Dr. Shakeb Ahmad Khan, Professor of Electrical Engineering
18.10.2022	Dr. Shabana Mehfuz, Professor of Electrical Engineering

**Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers**

The details of the committee is present at the following Annexure: [Annexure 11](#)

**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**

The details of the committee is present at the following Annexure: [Annexure 12](#)

**Information disclosed on own initiative:**

**Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information**

Following information is available proactively at the University website:-

All admission and examination related information;

Information Handbook (17-Manuals) of proactive disclosure (*suomotu*) under the RTI Act;

Most of the academic and administration information and decision are available online.

**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**

The existing Web Portal of JMI is complying to majority of the 69 compliance criterion of the GIGW Compliance Matrix. Also, JMI is in process of developing a new portal. The work on the new portal is expected to be completed by March, 2022. GIGW compliance has already been identified as one of the functional requirements.

**Whether STQC certification obtained and its validity**

JMI plans to get the new web portal audited through CERT-in empanelled security testing agency. It may be noted that CERT-in is the national level agency for responding to Computer Security incidents in India.

STQC Certification for the new JMI web portal has been applied for and will be available by the end of the year. Currently the website is on the first phase of testing by the certification authority. The screenshot of the email received from the concerned authority is given below:

<https://jmi.ac.in>

----- Forwarded message -----

From: **Nisar Ahmad** <[nisar@previewtech.in](mailto:nisar@previewtech.in)>

Date: Fri, Apr 26, 2024 at 2:05 PM

Subject: Regarding Status of STQC Certification for Jamia Millia Islamia University Website

To: Dr. S. **Kazim** Naqvi (Offg. Director, FTK-CIT) <[sknaqvi@jmi.ac.in](mailto:sknaqvi@jmi.ac.in)>, Azizullah Khan Sb <[aukhan@jmi.ac.in](mailto:aukhan@jmi.ac.in)>

Cc: Preview Technologies <[gaurav@previewtech.in](mailto:gaurav@previewtech.in)>, Safiuddin Ansari <[sa@previewtech.in](mailto:sa@previewtech.in)>

Dear Sir,

*"Greetings from Preview Technologies Private Limited"*

With reference to our recent discussion regarding the status of **STQC certification for the Jamia Millia Islamia University Website**, we would like to provide you with an update. Currently, the certification process is underway, and we are pleased to inform you that we have entered the first phase of website testing. Our team is diligently working to ensure that all necessary requirements are met and that the website complies with the standards set forth by STQC. Normally STQC certification of GIGW 3.0 compliance takes 6-9 months which can be vary depending upon the number of pages in the website. We hope to get it by the end of year.

We appreciate your patience and understanding during this process. Rest assured, we are committed to completing the certification process efficiently and to the highest standards.

Should you require any further information or updates regarding the certification process, please feel free to contact us. We are here to assist you every step of the way.

Thank you for your attention to this matter.

With Warm Regards!!

**Nisar Ahmad**

**Business Head (Govt. Business)**

---

**Preview Technologies (P) Limited**

**Head Office:** 2nd Floor, Shalimar Tower, Vibhuti Khand, Gomtinagar,  
Lucknow-226010

**Branch Office:** C-714, 7th Floor, Tower-C, iTHum, Sector 62, Noida-201309

**T:** +91-522-4245016

**M:** +91-9598071602

**Does the website show the certificate on the website?**

The website uses https protocol.



**Section 4(1)(b)****Form of accessibility of information manual/handbook(SAR Para 3.4)****Whether information manual/ handbook available free of cost or not (SAR Para 3.5)**

All Items of information as set out in clause (b) under sub-section (1) of Section 4 of the RTI Act, 2005, have been published and provided access on this public authority's website which is divided into the form of **17 Manuals**. Also refer Manual-14 of this Handbook.

**Information Manual/Handbook available in Electronic format, and List of materials available Free of Cost**

Following Information Manual/Handbooks are available in Electronic format free of cost on the website/portal of the University:

- (i) 17 Manuals of RTI
- (ii) Prospectus of the University/CDOE
- (iii) Annual Reports
- (iv) Financial/Accounts Reports
- (v) Act & Statutes of the University
- (vi) Ordinances of the University
- (vii) Minutes of the University's Authorities (EC, AC, etc.)
- (viii) Publications→ Newsletters & Journals
- (ix) Job Advertisements & Tenders
- (x) Other e-Resources as available on the University's website/portal.

**Information Manual/Handbook/ materials available in Printed format; List of materials available at a reasonable cost of the medium**

The list of items mentioned w.r.t (list of material available free of cost) can be obtained on a reasonable fee as per RTI Act.

- (i) The Right to Information (Regulation of Fee and Cost) Rules, 2005, is being presently followed for supply of information/documents.
- (ii) Some Information handbook and course material are available with the Centre for Distance & Online Education (CDOE).

**Are the details of policies/decisions, which affect public, informed to them [Section 4(1)(c)] (SAR Para 3.2)**

Any policy and decision thereon is made and approved after discussion and deliberation during the meeting of the Authorities, i.e., Executive Council, Academic Council, etc. Subsequently actions are taken on the Minutes and necessary notifications, office orders, circulars are issued in the public domain, and also Minutes are uploaded on the website of the University. Larger public interests are taken care of by the Authorities in conformity with the Act, Statutes, Ordinances and Guidelines issued from the Regulatory Authorities. Therefore, the University did not receive any objections/complaints from the general public which might affect them.

**Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Policy decisions/legislations taken in the previous one year (SAR Para 3.2.1)**

Minutes of the Academic Council and Executive Council are in public domain through uploading them on the website of the University.

**Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the public consultation process(SAR Para 3.2.2)**

The following other three important policies after the approval of the Competent Authority of the University are made available for the general public.

- (i) Prospectus of the University which is a complete guideline for admission in all the courses of the University on the approval of the Academic Council.
- (ii) Advertisement for recruitment for Teaching and Non-teaching positions of the University. Teaching recruitment process is carried out as per the guidelines of the UGC.
- (iii) Non-Teaching recruitment process is carried out as per Ordinance provision and existing Recruitment Rules on the approval of the Executive Council in conformity with the guidelines of the UGC and MHRD

**Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy(SAR Para 3.2.3)**

On the implementation of any policy/decision of the Competent Authority, if any objection/complaint is received by the University necessary action is taken and if required. Most of the academic policies are formulated at department level on the basis of feedback from stakeholders. Further, the proposed provisions are deliberated and approved in the departmental meeting. Subsequently, it is discussed and resolved in Board of Studies of the departments and Faculty Committee which include external members also. Thereafter, it is placed before the Academic Council and Executive Council (the highest authority of the University) for approval and implementation.

**Number of employees against whom Disciplinary action has been proposed/taken [Section 4(2)] (SAR Para 1.11)**

No. Of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	One
(ii) Finalized for Minor Penalty or Major Penalty proceedings	NIL

**Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] (SAR Para 3.3)**

**Use of most effective means of communication – Internet (website)**

For the purposes of sub-section (1) of Section 4, all such information that broadly covers under the RTI Act is disseminated widely through the Jamia website/portal in English, and in local vernacular language Hindi to the extent possible.

All materials are disseminated taking into consideration the cost effectiveness, in local vernacular language Hindi to the extent possible and English as well, in electronic format through the Jamia website/portal and emails/webinars, audio/video conferencing wherever possible; in physical mode by dak circulation, notice boards, postal services, to the public/stakeholders of the University free of cost and at such cost of the medium or the print cost price as may be prescribed under the Act. Please Refer **Manual-14**, Section 4(1)(b) of this Information Handbook.

**E-Governance:**

**Language in which Information Manual/Handbook available**

**English:**

Please refer Jamia Millia Islamia website <https://www.jmi.ac.in/> .

The translation of manual in Hindi Language is in progress and it will be uploaded soon on the website.

**Vernacular/Local Language:**

The University website is available in both the languages namely English as well Hindi. Please refer **Manual-14** of this Information Handbook.

**[Section 26]****Programmes to advance understanding of RTI (SAR Para 1.12)****Educational programmes(SAR Para 1.12.1)**

- Induction programmes of the students
- RTI seminar/workshop
- Participation of CPIOs/ ACPIOs in Annual CIC Convention
- Orientation programme

**Efforts to encourage public authority to participate in these programmes**

Students and staff are notified to attend RTI related educational programmes from time to time. However, Public Information Office and Faculty of Law, JMI has organized following RTI Workshops in which all CPIOs & DPIOs of the University participated:

1. Workshop on “Privacy and RTI in India” conducted by Faculty of Law, JMI. Speaker: Mr. Shailesh Gandhi, Former CIC Commissioner on 22<sup>nd</sup> September 2023.
2. Workshop on “Drafting & Filing of PIL” by conducted by Faculty of Law, JMI. Speaker: Mrs. Firdouse Qutub Wani, Advocate, Supreme Court of India on 20<sup>th</sup> September 2023.
3. Workshop on RTI conducted by Faculty of Law, JMI on 25<sup>th</sup> July 2022, Speaker Dr. Varun Chhachhar (Associate Professor and Director, RTI cell, University of Lucknow and Dr. Parikshet Sirohi (Assistant Prof., F/LAW, University of Delhi)
4. The second Workshop was organized on 28 February 2013 in which *Information Commissioner, Shri Rajiv Mathur*(who later became the Chief Information Commissioner) was invited to talk on the ‘Right to Information Act, 2005’ for orientation and benefit of the administrative and academic staff of the university to equip them with skills and acumen while dealing with the RTI.
5. The first workshop was organized on 10 October 2009 in which *Information Commissioner Shri Shailesh Gandhi* was invited to conduct and give a lecture on the RTI related issues.
6. An online awareness lecture on RTI Act, 2005, is delivered on the occasion of the Constitution Day by the CPIO(RO) in the Department of Electronics and Communication Engineering.

**Training of CPIO/CAPIO**

- Dr. Satya Prakash Prasad, CPIO & Hony. Asst. COE, has attended training programmes.
- All CPIOs/ACPIOs participated in the Annual CIC Convention 2022

**Update & publish guidelines on RTI by the Public Authorities concerned**

The guidelines are updated on a regular basis. Latest update has been carried out on 17<sup>th</sup> May 2024

**Last date of Annual updation**

[Updated as on 17.05.2024]