

Section 4(1) (b) (i)

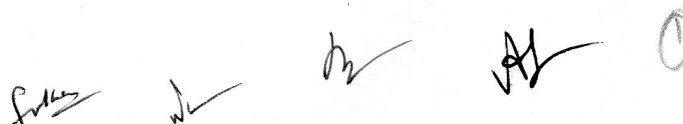
Particulars of Organization, functions and duties:

The Gurugram University Gurugram was established by an act of the legislature of the State of Haryana (Haryana Act No 17 of 2017) on 7th June, 2017 with the objectives '*to establish and incorporate a teaching-cum-affiliating University at Gurugram to facilitate and promote higher education with special emphasis in emerging areas of information technology and computer education, commerce, humanities, management studies and also to achieve excellence in these and connected fields.*'

Powers/ functions of the University (Section 6 of the University Act)

The University shall exercise the following powers and perform the following functions, namely:-




- (a) to provide for research and instruction in such branches of learning as the University may think fit and take such steps, as it considers necessary for the advancement of learning and dissemination of knowledge;
- (b) to hold examination and grant such degrees, diplomas and other academic distinctions or titles to persons as laid down in the Statutes, Ordinances or Regulations;
- (c) to confer honorary degrees or other distinctions on approved persons in the manner as laid down in the Statutes;
- (d) to institute prizes, medals, research studentship, exhibitions and fellowships;
- (e) to receive gifts, donations or benefactions from the Government and to receive gifts, donations and transfers of movable or immovable property from transferors, donors, testators, as the case may be and to create such corpus fund with the donations so received for the welfare of the University;
- (f) to institute principalship, professorship, associate professorship, assistant professorship and to create other posts of any description required by the University and to appoint persons to such posts;
- (g) to co-operate with educational and other institutions in India and abroad having objectives similar to those of the University in such manner, as may be conducive to their common goals;
- (h) to provide instructions, including correspondence and such other courses to such persons as are not members of the University, as it may determine;
- (i) To approve persons for imparting instructions in any college or institution admitted to the privileges of the University;
- (j) To maintain colleges located within the limits of the area referred to in sub-section (1) of section 4 or, subject to provisions of sub-section (2) of that section, admit to its privileges, colleges not maintained by the University but located within the said area and to withdraw the same;
- (k) to declare a college, an institution or a department as autonomous college or institution or department, as the case may be;
- (l) to borrow with the approval of the Government, on the security of the property of the University, money for the purposes of the University;
- (m) to supervise, control and regulate the residence, conduct and discipline of the students of the University and of colleges and institutions within the jurisdiction of the University;



- (n) to deal with any property belonging to, or vested in the University, in such manner as the University may deem fit for advancing the objects of the University;
- (o) to assess the needs of the State and the country in terms of subjects, fields of specialization, levels of education and training of technical manpower both on short and long term basis and to initiate necessary programmes to meet those needs;
- (p) to organize training, research and advanced studies based on the understanding of the trends in such branches of learning, as the University may think fit;
- (q) to promote research, design and development activities that have a relevance to social needs and the development programmes of the State;
- (r) to initiate measures to enlist the cooperation of industries and Government employers to provide complementary facilities;
- (s) to provide for continuous experimentation in imparting knowledge, organization of training and preparation of text books and other instructional materials;
- (t) to arrange for progressive introduction of continuous evaluation and reorientation of the subjective in educational measurement;
- (u) to further entrepreneurial ability among, its students;
- (v) to educate the public with regard to the requirement of, and opportunities for the advancement of learning and dissemination of knowledge;
- (w) to make special arrangements for the education of women students and the students belonging to such weaker sections of the society, in particular Scheduled Castes and Scheduled Tribes, as the University may consider desirable;
- (x) to frame Statutes, Ordinances or Regulations and alter, modify or rescind the same for all or any of the aforesaid purposes; and
- (y) to do all such things, as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

Territorial exercise of powers (Section 4 of the University Act)

- (1) The limits of the area within which the University shall exercise its powers shall be such, as the Government may, from time to time, by notification, specify:
Provided that different areas may be specified for different faculties.
- (2) Notwithstanding anything contained in any other State law from the time being in force, any college situated within the limits of the area specified under sub-section (1) shall, with effect from such date, as may be notified in this behalf by the Government, be deemed to be associated with the admitted to the privileges of the University and shall cease to be associated in any way with, or be admitted to, any privileges of any other University, and different dates may be notified for different colleges:
Provided that-
 - (i) any student of any college associated with, or admitted to the other university before the said date, who was studying for any degree or diploma examination of that university shall be permitted to complete the course in preparation thereof and the university shall hold for such students, examinations in accordance with the curricula of study in force in that university for such period as may be prescribed by the Statutes, Ordinances or Regulations; and




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- (ii) any such student may, until any such examination is held by the University, be admitted to the examination of the other university and be conferred the degree, diploma or any other privilege of that university for which he qualifies on the result of such examination.



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Section 4 (1) (b) (ii)

Powers and duties of its officers and employees;

The following shall be the officers of the University, namely (Section 9 of the University Act)

- (i) The Chancellor
- (ii) The Vice Chancellor
- (iii) The Registrar; and
- (iv) Such other persons in the service of the University as may be declared by the Statutes to be Officers of the University.

Power of the Chancellor (Section-10 of the University Act)

Power and duties of the Vice-Chancellor (Statutes-1 of the University Act)

Vice-Chancellor – The Vice-Chancellor is the principal academic and executive officer of the University. Powers of the Vice-Chancellor are as stipulated in Statute 1 of the University Act.

1. (i) The Vice-Chancellor shall be ex officio Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside over the convocations of the University held for conferring degrees and over the meetings of the Court. The Vice-Chancellor 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.
- (ii) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall take all necessary steps to ensure such observance.
- (iii) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee and any other authority or body of the University.
- (iv) The Vice-Chancellor shall exercise general control over the affairs of the University and shall give effect to the decisions of the authorities of the University.
- (v) The decision of the Vice-Chancellor regarding seniority for nomination to the various authorities or bodies of the University, shall be final.

Powers and duties of the Registrar (Statutes-2 of the University Act)

- i. The Registrar shall be ex officio Secretary of the Executive Council and Faculties but shall not be deemed to be a member of any of these authorities, and shall be ex officio Member Secretary of the Court and the Academic Council.
- ii. When the Office of the Registrar is vacant or when the Registrar is by reason of illness, or any other cause unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint temporary for the purpose till regular appointment is made by the Chancellor on the advice of the Government.
- iii. It shall be the duty of the Registrar-
 - a. to be the custodian of the records, common seal and such other property of the University as the Vice-Chancellor shall commit to his charge;
 - b. to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Faculties and any Committee appointed by any authority of the University;
 - c. to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Faculties and any Committee appointed by the authority of the University;

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- d. to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Faculties;
 - e. to supply to the Chancellor copies of the agenda, the minutes of the meetings of the authority of the University as soon as they are issued;
 - f. to perform such other duties as may, from time to time, be assigned to him by the Vice-Chancellor.
- iv. The Registrar shall have power to administer warning or to impose the penalty of censure or withholding of increments upon such of the employee, excluding teachers of the University and academic staff, as may be specified in the orders of the Executive Council and to suspend them pending enquiry;

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 against him.

- v. An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (iv)
- vi. In case the inquiry discloses that a punishment, beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor along with his recommendations: Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.
- vii. The Registrar shall be the authorized officer to enter into agreements, sign documents and authenticate records on behalf of the University and shall act in such capacity when the appropriate authority has taken a decision in the matter. The Registrar shall also exercise such other powers and perform such other duties as may be prescribed by Statutes.

Powers and duties of other officers of the University (Statutes 3 of the University Act):

1. The following persons in the service of the University are also declared to be the officers of the University, namely :-

- (a) Proctor;
- (b) Chief Warden;
- (c) Dean of Students Welfare, if any;
- (d) Dean, Academic Affairs;
- (e) Dean of Colleges;
- (f) Librarian;
- (g) Controller of Examinations; and
- (h) Finance Officer

- (i) **Powers of Dean Academic Affairs/Proctor/Chief Warden/Dean of Students Welfare (Statutes 4 of the University Act)**

2. The **Proctor, the Chief Warden, Dean of Students Welfare; and the Dean Academic Affairs** shall be appointed by the Executive Council on the recommendations of the Vice-Chancellor from amongst the teachers of the University, who shall not be below the rank of Professor, on such terms and conditions, as the Vice Chancellor may recommend to the Executive Council. Provided that the term of Dean, Academic Affairs shall be two years extendable by another one year, if deemed proper, by the Executive Council, on the recommendations of the Vice-Chancellor.

Powers of Dean of Colleges (Statutes 5 of the University Act)

The Dean of Colleges, if any, shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council, on the recommendation of the Vice Chancellor on such terms and conditions as may be prescribed by the Statutes. He shall discharge such duties, as may be assigned to him by the Vice-Chancellor from time to time.

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3. (i) **The Controller of Examinations** (Statutes 7 of the University Act) shall be whole-time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of the Establishment Committee, on such terms and conditions as may be prescribed by the Executive Council.

(ii) It shall be the duty of the Controller of Examinations-

- (a) to conduct examinations in a disciplined and efficient manner;
- (b) arrange for the setting of papers with strict regard to secrecy;
- (c) arrange for the evaluation of answer sheets in accordance with the planned time schedule for results;
- (d) constantly review the system of examinations in order to enhance the level of the impartiality and objectivity with a view to making it a better instrument for assessing the attainments of students; and
- (e) perform such functions as are connected with the system of examinations which may, from time to time, be assigned to him by the Vice-Chancellor.

Powers and Duties of Other Officers & Employees (Please Refer Act, Statutes and Ordinances)



Section 4(1)(b)(iii)

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/Branches which are normally headed by Dy. Registrar/Asstt. Registrar who is a Group 'A' Officer. The Superintendent of the branch performs the duty of a supervisor and manages the affairs of the Section/Branch under overall control of Dy. Registrar/ Asstt. Registrar. He is assisted by the Assistant/Clerk to be posted as per administrative requirement, workload etc. and for help in proper file management and transit of files/papers for day to day business. The Superintendent report to the concerned Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar as per administrative hierarchy.

The staff posted (teaching and non-teaching) in the Faculties/Departments report to the concerned Head of the Department.

The setup of the Examination Wing, Library of the University and Engineering Branch is hierarchically similar to the above system of the administration of the University as far as channel of submission of the files are concerned, subject to changes as per administrative convenience. Similarly in the Examination office, Deputy Registrar (Examination)/Assistant Registrar (Examinations) report to the Controller of Examinations.



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Section 4 (1) (b) (iv)

Norms set by the University for Discharge of its functions:

Authority of the University (Section 16 of the University Act)

The following shall be the authorities of the University, namely:-

- (i) the Court;
- (ii) the Executive Council;
- (iii) the Academic Council;
- (iv) the Finance Committee;
- (v) the Faculties;
- (vi) the Academic Planning Board; and
- (vii) such other authorities as may be declared by the Statutes to be the authorities of the University.

The Court (Section 17 of the University Act)

- (1) The constitution of the Court, and the term of office of its members shall be prescribed by the Statutes.
- (2) Subject to the provisions of this Act, the 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, annual budget, the annual accounts of the University and on the audit report of such accounts;
 - (c) to advise the Chancellor 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 the Statutes.

The Executive Council (Section 18 of the University Act)

- (1) The Executive Council shall be the principal executive body of the University.
- (2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be such as may be prescribed by the Statutes.

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The Academic Council (Section 19 of the University Act)

- (1) The 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 all academic policies of the University.
- (2) The constitution of the Academic Council, the term of office of its members and its powers and functions shall be such as may be prescribed by the Statutes.

Faculties (Section 20 of the University Act)

The constitution and functions of the Faculties shall be such, as may be prescribed by the Statutes.

Finance Committee (Section 21 of the University Act)

The constitution of the Finance Committee, the term of office of its members, and its powers and functions shall be such as may be prescribed by the Statutes.

Academic Planning Board (Section 22 of the University Act)

The constitution and functions of the Planning Board shall be such as may be prescribed by the Statutes.

Status and their scope (Section 23 of the University Act)

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 classification, mode of appointment, powers and duties of the teachers and the officers of the University;
- (c) the conditions of service including provision for pension or provident fund or insurance scheme for the benefit of the employees of the University;
- (d) the conferment of honorary degrees;
- (e) the establishment and abolition of faculties and departments;
- (f) the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes;
- (g) the maintenance of discipline among the students;
- (h) the conditions under which colleges and institutions may be admitted to the privileges of the University and the withdrawal of the same;
- (i) the delegation of powers vested in the authorities or officers of the University; and
- (j) all other matters which by this Act, are to be or may be provided for by the Statutes.

Statutes how made (Section 24 of the University Act)

- (1) On the commencement of this Act, the Statutes of the University shall be those as set out in the Schedule:
Provided that the authorities of the University constituted under the Statutes framed before the commencement of this Act shall continue to exercise all the



powers and perform all the functions under this Act till such authorities are constituted in terms of the Statutes set out in the Schedule referred to above.

- (2) The Government or the Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes in the manner hereinafter provided in this section:

Provided that the Executive Council shall not make, amend or repeal any Statute, affecting the status, power 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 the Executive Council.

- (3) The Academic Council may propose to the Executive Council a draft of any Statute relating to academic matters for consideration by the Executive Council.
- (4) Every new Statute or addition to the Statute or any amendment or repeal of a Statute shall require the approval of the Chancellor who may approve, disapprove or remit it for further consideration. A Statute passed by the Government or the Executive Council shall have no validity until it has been assented to by the Chancellor.
- (5) Notwithstanding anything contained in the foregoing sub-sections, the Chancellor, either suo motu or on the advice of the Government, may direct the Executive Council, to make, amend or repeal the Statutes in respect of any matter specified by him and if the Executive Council fails to implement such a direction within sixty days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make, amend or repeal the Statutes suitably.

Ordinances and their scope (Section 25 of the University Act)

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) and for the admission to the examinations, degrees and diplomas of the University and further to make progressively the fee structure so flexible that the courses could become self financing to the extent possible;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examination of the University and shall be eligible for degrees and diplomas;
- (d) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University; and further to make progressively the fee structure so flexible that the courses could become self-financing to the extent possible ;
- (e) the conditions of the award of fellowships, studentships, exhibition, medals and prizes;
- (f) the conduct of examinations, including the term of office and manner of appointment and the duties of examiners and moderators;
- (g) the conditions of residence of students of the University; and
- (h) all other matters which by this Act or the Statutes are to be made or may be provided for by the Ordinances.

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Ordinances how made (Section 26 of the University Act)

- (1) The Ordinances shall be made, amended, repealed or added to by the Executive Council:

Provided that no Ordinance shall be made-

- (a) affecting the admission or enrolment of students or prescribing examinations to be recognized as equivalent to the University examinations ; and
- (b) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any course of study;

unless the draft of such an Ordinance has been proposed by the Academic Council.

- (2) The Executive Council may return to the Academic Council for reconsideration, either in whole or in part, any draft proposed by the Academic Council under subsection (i) along with its suggestions :

Provided that the Executive Council shall not amend the draft proposed by the Academic Council itself. It may, however, reject such draft when submitted to it by the Academic Council for the Second time;

- (3) All Ordinances made by the Executive Council shall have effect from such date as it may direct and every Ordinance made shall be communicated, as soon as may be, to the Chancellor.

Regulations (Section 27 of the University Act)

- (1) The authorities of the University may make Regulations Consistent with this Act, the Statutes and the Ordinances-

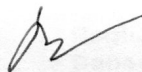
- (a) laying down the procedure to be observed at their meetings; and
- (b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations.

- (2) Every authority of the University shall make Regulations providing for giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of the meetings.



Section 4(1)(b)(v) The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees or discharging its functions

Please refer University Act, Statutes, Ordinances, Calendar and Prospectus for the same. The copy of the same is available at University Website.



Section 4 (1) (b) (vi) A statement of the categories of documents that are held by it or under its functions

Documents/matters relates to	Held by Branch/Office/Department
Students information	Registration/University Teaching Departments
Students Registration and all Ph.D. matters	COE/Registration & Scholarship Branch
All Examinations/Result related matters	COE
Scholarship	Registration & Scholarship Branch
Students Placement	Training & Placement Cell
All Hostel Matters	Chief Warden (Boys/Girls)
Non-Teaching Matters	Establishment Branch
List of Non-Teaching employees	Establishment Branch
Teaching Matters	Establishment Branch
List of Teacher Regular & Contract basis	Establishment Branch
All Financial matters	Accounts Branch
University Act, Ordinance, Regulations, UTD Prospectus and MOU's etc	Academic Branch
Scheme & Syllabus of all courses	Academic Branch
All Stock & Purchases related matters	Purchase & Store Branch
House, Canteen, Office space allotment, security, sanitation and other administration matters not covered in any branch	General Administration Branch
Advertisement and Public Relations matters	PRO
All sports matters	Dean Student Welfare Office
All Library related matters & documents	University Library
All matters relating to Affiliated Colleges	Colleges Branch
Construction & Univ. building/infrastructure related matters	Engineering Branch
Legal matters	Legal Advisor Office

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Computer Facility and all IT matters at University

I.T. Branch

Time table, attendance etc and other day to day
record related to students

Concerned Teaching Department



Section 4(1) (b)(vii) The particulars of any arrangement that exist for consultations with, or representation by, the members of the public in relations to he formulation of its policy or implementation thereof

Public members are nominated on various bodies of University i.e. Board of Studies & Research, Faculty of the University, The Academic Council, The Executive Council and the Court etc.

(a) Academic Council and its Constitution

(1) The Academic Council shall consist of the following persons, namely:-

(I) Ex-Officio Members-

- (i) the Vice Chancellor;
- (ii) the Director General Higher Education, Haryana or the Joint Director or any nominee not below the rank of Deputy Director;
- (iii) the Registrar;
- (iv) the Dean of Faculties;
- (v) the Dean of Students' Welfare, if any;
- (vi) the Dean Academic Affairs;
- (vii) the Dean of Colleges;
- (viii) the Chairpersons of the Departments;
- (ix) the Chief Warden of University Hostels;
- (x) the Proctor;
- (xi) the Controller of Examinations, if any;
- (xii) the Librarian of the University Library;
- (xiii) one principal out of the principals of colleges maintained by the University, by rotation, provided that he is not a member of the Executive Council; and
- (xiv) professor(s) Emeritus appointed by the University/Emeritus Fellow appointed by the University Grant Commission (but without having right to vote or seek election).

(II) Other members-

- (i) one professor appointed by the University from each Department by rotation, on the basis of seniority;
- (ii) one University Reader from each faculty, by rotation, on the basis of seniority;
- (iii) one University lecturer from each faculty, by rotation, on the basis of seniority;
- (iv) one principal and three teachers to be elected from amongst themselves by the principals and teachers respectively, holding their posts in substantive capacity in the colleges included in each of the constituencies mentioned below:
 - (a) Government colleges, other than the colleges of Education.
 - (b) Colleges of Education;
 - (c) Non- Government colleges, other than the colleges of Education, in each of four zones to be demarcated by the Vice Chancellor:

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Provided that no more than one teacher elected under this clause shall belong to any one college;

- (v) five educationist of national and international eminence to be nominated by the vice chancellor, from outside the University:

Provided that not more than one of them shall be from the same field;

- (vi) three persons elected by the court from amongst its own members; and
(vii) President, Gurugram University, Gurugram Students' Union and two presidents to be elected from amongst themselves by the president of the Students' Unions in the colleges for the period from the date of election till the 31st May of the Academic Year.

Provided that the members coming under this sub-clause shall not participate in the meeting at the time, the Academic Council considers the appointment of examiners.

- (2) The Registrar shall be ex-officio Secretary of Academic Council.
(3) Two-fifths of the members shall form a quorum.
(4) Save as otherwise expressly provided, the members of the Academic Council, other than ex-officio members, shall hold office for a term of two years.
(5) the method of election shall be by simple majority voting by ballot and the elections shall be conducted in accordance with the rules framed by the Vice-Chancellor.

(b) Executive Council and its Constitution

- (1) The Executive Council shall consist of the following persons, namely:-

I. Ex-officio members-

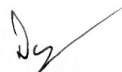
- (i) the Vice Chancellor;
(ii) the Secretary to Government, Haryana, Finance Department, or a nominee not below the rank of the Director or Joint Secretary.
(iii) the Principal Secretary to Government, Haryana, Higher Education Department, or a nominee not below the rank of Deputy Director; and
(iv) the Secretary to Government, Haryana, Technical Education Department, or a nominee not below the rank of Director or Joint Director/ Joint Secretary;

II. other members-

- (a) Five Deans of the Faculties one from each of the following categories:

- (i) Dean, Faculty of Physical Sciences and Dean Faculty of Life Sciences, by rotation;
(ii) Dean, Faculty of Commerce and Management and Social Sciences by rotation;
(iii) Dean, Faculty of Humanities and Law by rotation;
(iv) Dean, Faculty of Indic Studies and Education, by rotation; and
(v) Dean, Faculty of Engineering and Technology and Medical Sciences, by rotation;

- (b) Dean Academic Affairs;



- (c) two principals (other than the Dean of Faculties) of colleges, out of whom one shall be from a women's college, by rotation, on the basis of seniority, by rotation;
 - (d) one teacher (other than a principal) of a college to be elected by the members of the Court from amongst themselves;
 - (e) one out of the professors of the University Teaching Departments other than the Deans under sub-clause (a), by rotation for one year, on the basis of seniority;
 - (f) two teachers of the University Teaching Departments other than professor to be elected from amongst themselves out of whom at least one shall be associate professor; and
 - (g) four persons as the Chancellor's nominee from amongst distinguished educationists of national or international eminence or distinguished serving/retired civil servants.
- (2) The Registrar shall be ex-officio Secretary of the Executive Council.
 - (3) Two-fifths of the members shall form a quorum.
 - (4) Save as otherwise expressly provided, the members of the Executive Council, other than ex-officio members, shall hold office for a term of two years.
 - (5) Any member who ceases to hold the qualifications by virtue of which he was elected or nominated as member to the Executive Council shall cease to be a member thereof.

(c) Finance Committee and its Constitution

- (1) The finance Committee shall consists of the following persons, namely:-
 - (I) Ex-officio members-
 - (a) the Vice-Chancellor (Chairperson)
 - (b) the Secretary to Government, Haryana, Finance Department or his nominee not below the rank of Director or Joint Secretary;
 - (c) the Secretary to Government, Haryana ,Higher Education Department or a nominee not below the rank of Director or Joint Secretary; and
 - (d) the Secretary to Government, Haryana ,Technical Education Department or a nominee not below the rank of Director or Joint Secretary;
 - (II) Other members-
 - (a) one outside member having experience in finance to be nominated by the Chancellor on the recommendation of the Vice-Chancellor; and
 - (b) two Deans of Faculties to be nominated by the Vice-Chancellor;
- (2) The Registrar shall be the Member- Secretary of the Committee.
- (3) Nominated members of the Finance Committee shall hold office for a term of two years.
- (4) Three members, out of whom at least one member shall be a Government nominee. Shall form the quorum.

(d) The Court and its Constitution

- (III) The court shall consist of following members, namely:-
 - (a) Ex-Officio Members-
 - (i) the Chancellor;





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- (ii) the Vice Chancellor;
 - (iii) the Secretary to Government, Haryana, Finance Department, or a nominee not below the rank of Director or Joint Secretary;
 - (iv) the Principal Secretary to Government, Haryana, Higher Education Department or a nominee not below the rank of the Joint Secretary;
 - (v) the Director General, Higher Education or in the absence Joint Director Colleges;
 - (vi) the Director General Health Services or his nominee not below the rank of Joint Secretary;
 - (vii) the Director of Technical Education, Haryana;
 - (viii) the Dean of Faculties;
 - (ix) the Dean of Colleges;
 - (x) the Registrar;
 - (xi) the Dean of Students' Welfare, if any;
 - (xii) the Controller of Examinations;
 - (xiii) Dean of Academic Affairs;
 - (xiv) Librarian; and
 - (xv) Finance Officer
- (b) Other members-
- (i) two persons to be elected by the Haryana Legislative Assembly from amongst its members;
 - (ii) professors of the University not exceeding ten, on the basis of seniority by rotation;
 - (iii) five teachers to be elected from amongst the associate professor and assistant professor of the University of whom at least two shall be associate professor;
 - (iv) one principal from the colleges of education admitted to the privileges of the University, on the basis of seniority, by rotation;
 - (v) one principal to be elected from amongst themselves by the principals holding their posts in substantive capacity in colleges, other than colleges of education, included in each of the four zones to be demarcated by the Vice Chancellor;
 - (vi) four teachers other than principals to be elected from amongst themselves by the teachers holding their posts in a substantive capacity in colleges included in each of the four zones to be demarcated by the Vice Chancellor:
- Provided that not more than one teacher under this sub-clause, shall belong to any one college;
- (vii) Secretary, Gurugram University Students' Union and two secretaries to be elected from amongst themselves by the Students' Union in Colleges in the State for the period from the date of election till the 31st May of the academic year;
 - (viii) fifteen representatives (ten from amongst eminent academicians and five representatives from industry, commerce, medicine, engineering etc.) to be nominated by the Chancellor for a term of three years;

- (ix) one of the principals of colleges maintained by the University, by rotation for a term of three years; and
- (x) two persons elected from amongst themselves by the representatives of the managements of non-Government colleges. The representatives of the management shall be from amongst the members of the concerned management.

(c) The Registrar shall be Member Secretary of the Court:

Provided that no salaried servant of the University, including its allied institutions, shall be eligible for election or nomination under any of the preceding sub-clauses except sub-clauses (ii) to (vi) and (ix) and that if any person elected or nominated under any of the preceding sub-clauses except sub-clause (ii) to (vi) and (ix) is subsequently appointed to any salaried post in the University or its allied institutions he shall cease to be member of the court:

Provided further that no person shall be eligible for nomination or election to the Court except under sub-clause (Vii) unless he has attained the age of twenty-five years.

- 2. Save as otherwise expressly provided, the members of the Court other than ex-officio members, shall hold office for a term of two years.
- 3. At all meetings of the Court, two fifth of the members shall form a quorum.
- 4. If the required number of members for purposes of quorum is not present within half-an-hour after the appointed time of the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.
- 5. The method of election shall be by simple majority voting by ballot and the election shall be conducted in accordance with the rules framed by the Vice Chancellor.

(e) Academic Planning Board and its Constitution

- (1) The Academic Planning Board shall consist of-
 - (i) the Vice-Chancellor
 - (ii) not more than seven persons of high standing on education who shall be appointed by the Chancellor on the recommendations of the Vice Chancellor for a term of two years; and
 - (iii) the Registrar shall be the Secretary to the Board.
- (2) The recommendations of the Board shall be implemented after they are approved by appropriate authorities of the University
- (3) It shall advise on planning and development of the University particularly in respect of the standards of education and research in the University.






Section 4(1)(b)(viii) A statement of the Boards Councils, Committees and other bodies consisting of two or more person 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 the public, or the minutes of such meetings are accessible for public.

Please see at Section-4(1)(b)(vii) for the same

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Sr. No.	NAME	POST	Mobile No
1	Dr. Dhirender Kaushik	Prof.	9416055522
2	Dr. Amarjeet Kaur	Prof.	9810867688
3	Dr. Annapurna Sharma	Associate prof.	9999610859
4	Dr Aman Vashist	T.P.O	9996000600
5	Surender Kumar	Suptd.	9813779132
6	AMIT SAINI	Suptd.	7015490361
7	Pawan sharma	Finace officer	9416384618
8	Naveen goyal	Deputy Registrar	8791241204
9	Suman Vashistha	Deputy Registrar	9810596619
10	Vandana Handa	Deputy Registrar	9999649966
11	Ekta	Assistant Registrar	8448320150
12	Shubham gandhi	Assistant Registrar	9896030840
13	Anshul	Assistant Registrar	9996758168
14	Gunjan Malik	Associate Professor	9812700959
15	Neelam Devi	Assistant Professor	9250543728
16	Shiv Kant Sharma	Assistant Professor	9215511554
17	Bharti Sharma	Assistant Professor	9899381400
18	Tarun Dhull	Assistant Professor	8901468798
19	Falak Khanna	Assistant Professor	8968377664 9416687987
20	Hawa Singh	Assistant Professor	9467030980
21	Naveen Kumar	Assistant Professor	8802485693
22	Rajesh Sharma	Programmer	9996223333
23	Monika	Junior programer	8588943887
24	Sanjiv chugh	Assistant	9812376191






75	Mayank Popli	Clerk -Cum-DEO	7027017033
76	Kamna	Clerk -Cum-DEO	8360574891
77	Ritu Kumari	Clerk -Cum-DEO	9053284288
78	Nisha	Clerk -Cum-DEO	7838656308
79	Sushil Kumar	Clerk -Cum-DEO	9466258834
80	Neeraj Kumar	Clerk -Cum-DEO	9991718426
81	Shubham	Clerk -Cum-DEO	9355501716
82	Sunder singh	Clerk -Cum-DEO	8199058660
83	Vishal	Clerk -Cum-DEO	9996668090
84	Puneet Sharma	Clerk -Cum-DEO	9718693231
85	Yogesh kumar	Clerk -Cum-DEO	7056800888
86	Vishesh	Clerk -Cum-DEO	8221007778
87	Deepak yadav	Clerk -Cum-DEO	9992525322
88	Mohit Hooda	Hostal Attendant	9728498382
89	Sumit Kumar	Daftri	9991280272
90	Rohit Yadav	Daftri	9729908183
91	Naresh Kumar	Daftri	9812722502


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for

25	Rajiv Raman	Assistant	9625366949
26	Rahul kalkal	P.S	9889009990
27	Arvind kumar Sharma	Personal Assistant	9958233281
28	Nisha Malik	Tec. Asstt.	9811033936
29	Gazal	Lab. Tec.	8076874078
30	Chakshu Sharma	Information Assistant	9876554539
31	Sandeep	Store Keeper	9416080318
32	Rinku	Store Keeper	8570801714
33	Monika	Hostel Warden	8130600007
34	Pooja Devi	Steno Typist Hindi, English	9643941872
35	Sajjan kumar	Clerk-Cum-D.E.O	9050368018
36	Vikas Kumar	Clerk-Cum-D.E.O	9416114156
37	Naveen Sharma	Clerk-Cum-D.E.O	9466672018
38	Geeta Bhardwaj	Clerk-Cum-D.E.O	9468217433
39	Savita Kumari	Clerk-Cum-D.E.O	8168396863
40	Deepak kaushik	Clerk-Cum-D.E.O	9728264999
41	Rubby Malik	Clerk-Cum-D.E.O	8816807340
42	Manjeet Singh	Clerk-Cum-D.E.O	9416709159
43	Sharmila	Clerk-Cum-D.E.O	9342930000
44	Sandeep	Clerk-Cum-D.E.O	9466782049
45	Kapil Bansal	Clerk-Cum-D.E.O	7015073689
46	Mayank Hooda	Clerk-Cum-D.E.O	8569988065
47	Amit Kumar	Clerk-Cum-D.E.O	7015340988
48	Sachin	Clerk-Cum-D.E.O	7206155107
49	Neelam	Clerk-Cum-D.E.O	9991003331



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50	Sonia	Clerk-Cum-D.E.O	9416040468
51	Anil Kumar	Clerk-Cum-D.E.O	9728173838
52	Sukhbeer	Clerk-Cum-D.E.O	8750034136
53	Sanjay Kumar	Clerk-Cum-D.E.O	9896055512
54	Mukul Verma	Clerk-Cum-D.E.O	9996128428
55	Monika	Clerk-Cum-D.E.O	8814953464
56	Sudhir Yadav	Clerk-Cum-D.E.O	8800817543
57	Kuldeep Sharma	Line Man	9466643221
58	Sandeep	Peon	9813512991
59	Gaurav Singh	Peon	8826372292
60	Tripti	Peon	9034434298
61	Sombir	Peon	9311990417
62	Charit Kumar	Plumber Grade II	9813899403
63	Pushp lata	Hostel Attendent	8816892857
64	Gita Chetry	Horticulture	9354375174
65	Manish	Work Supervisor	8708761290
66	Nitin	Library Cleaner	9312264527
67	Ramesh	Electrician	9466645493
68	Mamta Rani	Library Attendent	9013518583
69	Deepali Chaudhary	Junior Engineer	8588951826
70	Ravinder pal	Junior Engineer	9999001820
71	Akshay Sharma	Junior Engineer	7206698499
72	Sanju Attri	Lab-Technician	9996841562
73	Deepika Tyagi	Lab-Technician	9971177922
74	Kamini	Clerk -Cum-DEO	9729646400

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

Pay and other allowances of Gurugram University Employees are given as per the provisions of the University and the State Government amended from time to time.

Monthly remuneration of employees of Gurugram University for the month of October 2020 is as follows:

Emp ID	Employee Name	BASIC	SPL. PAY	HRA	FMA	DA	Gross Salary
0001	Markanday Ahuja	2,10,000.00	5,000.00	0.00	1,000.00	35,700.00	2,51,700.00
0002	Aman Vashisth	1,35,300.00	0.00	21,648.00	1,000.00	23,001.00	1,80,949.00
0007	SHUBHAM GANDHI	57,800.00	0.00	9,248.00	1,000.00	9,826.00	77,874.00
0009	Surender Kumar	47,600.00	0.00	7,616.00	1,000.00	8,092.00	64,308.00
0011	Sanjiv Chugh	37,600.00	0.00	6,016.00	1,000.00	6,392.00	51,008.00
0012	Sajjan Kumar	21,700.00	0.00	3,600.00	1,000.00	3,689.00	29,989.00
0027	BHARTI SHARMA	59,400.00	0.00	9,504.00	1,000.00	10,098.00	80,002.00
0028	FALAK	59,400.00	0.00	9,504.00	1,000.00	10,098.00	80,002.00
0029	TARUN DHULL	59,400.00	0.00	9,504.00	1,000.00	10,098.00	80,002.00
0032	Rajiv Raman	37,600.00	0.00	6,016.00	1,000.00	6,392.00	51,008.00
0034	Vikas Sharma	24,500.00	0.00	3,920.00	1,000.00	4,165.00	33,585.00
0036	Dhirender Kaushik	1,48,500.00	0.00	23,760.00	1,000.00	25,245.00	1,98,505.00
0037	SACHIN	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0038	POOJA DEVI	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0039	KAPIL BANSAL	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0040	SANJAY KUMAR	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0041	ANIL KUMAR	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0042	DEEPAK KAUSHIK	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0043	SUDHIR YADAV	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0044	SANDEEP CLERK	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0045	NEELAM	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0046	MAYANK HOODA	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0048	SANDEEP STORE KEEPER	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545.00
0049	CHAKSHU SHARMA	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545.00
0050	MANJEET SINGH	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0051	GEETA BHARDWAJ	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0052	AMIT KUMAR	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0053	ARVIND KUMAR SHARMA	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545.00
0054	SHASHI BHUSHAN BHARTI	1,44,200.00	0.00	0.00	1,000.00	24,514.00	1,69,714.00
0055	RUBBY MALIK	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0056	MONIKA CLERK	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0057	SHARMILA	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0058	PAWAN KUMAR SHARMA	85,800.00	0.00	13,728.00	1,000.00	14,586.00	1,15,114.00
0059	GAZAL	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545.00
0060	SONIA	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0061	SUKHBEER	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0062	KULDEEP SHARMA	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0063	MUKUL	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0064	NAVEEN SHARMA CLERK	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0065	NISHA MALIK	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545.00
0066	MONIKA H WARDEN	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545.00
0067	RINKU	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545.00
0070	SAVITA KUMARI	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0078	GAURAV SINGH	17,400.00	0.00	3,600.00	1,000.00	2,958.00	24,958.00
0079	SOMBIR	17,400.00	0.00	3,600.00	1,000.00	2,958.00	24,958.00
0080	SANDEEP PEON	17,400.00	0.00	3,600.00	1,000.00	2,958.00	24,958.00
0081	TRIPTI	17,400.00	0.00	3,600.00	1,000.00	2,958.00	24,958.00
0082	CHARIT KUMAR	20,500.00	0.00	3,600.00	1,000.00	3,485.00	28,585.00
0083	PUSHP LATA	17,400.00	0.00	3,600.00	1,000.00	2,958.00	24,958.00
0084	GITA CHETRY	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545.00

0085	MANISH KUMAR	36,500.00	0.00	5,840.00	1,000.00	6,205.00	49,545
0100	ANSHUL	57,800.00	0.00	9,248.00	1,000.00	9,826.00	77,874
0101	RAJESH SHARMA	54,700.00	0.00	8,752.00	1,000.00	9,299.00	73,751
0102	NAVEEN GOYAL	81,200.00	0.00	12,992.00	1,000.00	13,804.00	1,08,996
0103	VANDANA HANDA	81,200.00	0.00	12,992.00	1,000.00	13,804.00	1,08,996
0104	MONIKA JUNIOR PROG	46,200.00	0.00	7,392.00	1,000.00	7,854.00	62,446
0105	RAMESH KUMAR	26,300.00	0.00	4,208.00	1,000.00	4,471.00	35,979
0106	NITIN KUMAR	17,400.00	0.00	3,600.00	1,000.00	2,958.00	24,958
0107	SHIV KANT SHARMA	59,400.00	0.00	9,504.00	1,000.00	10,098.00	80,002
0108	SUMAN VASHISTHA	81,200.00	0.00	12,992.00	1,000.00	13,804.00	1,08,996
0109	EKTA SINGH	57,800.00	0.00	9,248.00	1,000.00	9,826.00	77,874
0110	NEELAM VASHISTH	59,400.00	0.00	9,504.00	1,000.00	10,098.00	80,002
0111	MAMTA RANI	17,400.00	0.00	3,600.00	1,000.00	2,958.00	24,958
0124	GUNJAN MALIK	1,35,300.00	0.00	0.00	1,000.00	23,001.00	1,59,301
0125	RAVINDER PAL	35,400.00	0.00	5,664.00	1,000.00	6,018.00	48,082
0126	SANJU ATTRI	35,400.00	0.00	5,664.00	1,000.00	6,018.00	48,082
0127	DEEPAI CHAUDHARY	35,400.00	0.00	5,664.00	1,000.00	6,018.00	48,082
0128	AKSHAY SHARMA	35,400.00	0.00	5,664.00	1,000.00	6,018.00	48,082
0129	DEEPIKA TYAGI	35,400.00	0.00	5,664.00	1,000.00	6,018.00	48,082
0132	DEEPAK YADAV	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0133	MAYANK POPLI	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0136	NISHA	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0137	KAMINI	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0138	YOGESH KUMAR	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0139	VISHESH SUHAG	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0140	SHUBHAM	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0141	NEERAJ KUMAR CLERK	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0142	SUSHIL KUMAR	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0143	RITU KUMARI	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0145	SUMIT DAFTRI	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0147	GAYATRI RAINA	1,35,300.00	0.00	21,648.00	1,000.00	23,001.00	1,80,949
0148	NARESH KUMAR	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0149	ROHIT YADAV	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0150	MOHIT HOSTEL ATTN	16,900.00	0.00	3,600.00	1,000.00	2,873.00	24,373
0151	PUNEET SHARMA	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0152	KAMNA	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0153	SUNDER SINGH	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0154	VISHAL	19,900.00	0.00	3,600.00	1,000.00	3,383.00	27,883
0156	ANNAPURNA SHARMA	1,31,400.00	0.00	21,024.00	1,000.00	22,338.00	1,75,762
0157	AMIT SAINI	44,900.00	0.00	7,184.00	1,000.00	7,633.00	60,717

GRAND TOTAL 48,72,265

FINANCE OFFICER
Gurugram University,
 Gurugram

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Section 4(1)(b)(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

There is no agency under the administrative control to which budget is allocated from Gurugram University, Gurugram

Budget Estimates of Gurugram University Gurugram for year 2018-19, 2019-20, 2020-21 are as follows:

Budget at a Glance 2019-20

	Head of Account	Budget Estimates 2019-20	Receipt upto 31.12.19	Receipt from 01.01.20 to 31.03.20	Total	Budget Estimates 2020-21
	1	2	3	4	5	6
State Govt. Grant/Internal Income						
A. Receipt						
1	Govt. Grant	8171.15	1400.00	500.00	1900.00	8500.00
2	Internal Receipt	451.71	150.05	6.00	156.05	510.00
3	Total	8622.86	1550.05	506.00	2056.05	9010.00
B. Expenditure						
1	Expenditure (Capital and Revenue)	8666.22	593.60	871.50	1465.10	9510.00
	Total	8666.22	593.60	871.50	1465.10	9510.00
C.	Surplus/Deficit	-43.36	956.45	-365.50	590.95	-500.00

Budget at a Glance 2020-21

	Head of Account	Budget Estimates 2019-20	Receipt upto 31.12.19	Receipt from 01.01.20 to 31.03.20	Total	Budget Estimates 2020-21
	1	2	3	4	5	6
State Govt. Grant/Internal Income						
A. Receipt						
1	Govt. Grant	8500.00	3400.00	600.00	4000.00	16320.00
2	Internal Receipt	510.00	509.15	0.00	509.15	622.00
3	Total	9010.00	3909.15	600.00	4509.15	16942.00
B. Expenditure						
1	Expenditure (Capital and Revenue)	9510.00	1519.97	1948.09	3468.06	17985.50
	Total	9510.00	1519.97	1948.09	3468.06	17985.50
C.	Surplus/Deficit	-500.00	2389.18	-1348.09	1041.09	-1043.50

for

Finance Officer
Gurugram University.

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

No Subsidy programme executed by the Gurugram University

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for *by* *AS*

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

Detail records of students availing concessions in the form of scholarships etc are available R&S Branch and students are receiving concessions (if any) as available in University Prospectus.

for

for

for

for

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

As available on the website of Gurugram University Gurugram.



Section 4(1)(b)(xv) The particulars of facilities available to citizens for information, including the working hours of a library or reading room, if mai public use


No such facility available of library or reading room for outsiders till date.

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Section 4(1)(b)(xvi) The name Designation and other particulars of the Public Information Officer

Details of SPIO, First appellate authority and PIO's of Gurugram University Gurugram

 <p>RIGHT TO INFORMATION</p>		<p>GURUGRAM UNIVERSITY GURUGRAM PUBLIC INFORMATION OFFICE (RTI CELL)</p>	
<p>Name of Branch Officer</p>		<p>Dr. Subham Gandhi, Assistant Registrar SPIO</p>	
<p>Contact Number</p>		<p>Contact No: 0124-2788006</p>	
<p>Other Staff Members</p>			
<p>Name with Designation</p>		<p>Contact Number</p>	
<p>Sh. Arvind Sharma P.A.</p>		<p>9958233281</p>	
		<p>Duties & Responsibilities (Work Assigned)</p>	
		<p>1. To receive RTI applications/request for information from the applicants/others by post/hand and forward the same to the concerned PIO's .</p>	
		<p>2. To verify the fee, maintain record and forward postal order/drafts etc to the accounts branch.</p>	
		<p>3. To supply information to State Information Commission Haryana, Chandigarh and to keep record of all RTI files.</p>	
<p>First Appellate Authority</p>		<p>Dr. Badruddin Controller of Examinations Gurugram University Gurugram Mob: 9896863313</p>	
<p>PIO's</p>			
<p>Branches</p>			
Sr. No.	Name	Branch/Office	
1.	Dr. Naveen Goel	Academic Branch, I.T. Branch	
2.	Mrs. Suman Vashisth	General Branch, Vice Chancellor Office	
3.	Smt. Vandana Handa	Purchase Branch	
4.	Sh. Subhash Sharma	Establishment Branch	
5.	Dr. Subham Gandhi	College Branch	
6.	Sh. Ashwani	R&S Branch	
7.	Sh. Subhash Taneja	Conduct & Re-evaluation Branch	
8.	Sh. Dalbir Gautam	Secrecy & Result Branch	
9.	Smt. Anshul	Accounts Branch	
10.	Dr. Shivkant Vats	Library	
11.	Dr. Tarun Dhull	Transport Office	
12.	Dr. Neelam Vashisth	Dean Student Welfare Office	

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13.	Dr. Jitender Khurana	Engineering Cell
Departments		
Sr. No.	Name	Department
1.	Sh. Ashok Khanna	Department of Commerce
2.	Dr. Gunjan Malik	Department of Management
3.	Dr. Dhirender Kaushik	Department of Pharmaceutical Sciences
4.	Dr. Dhirender Kaushik	Department of Neurosciences
5.	Sh. Ashok Khanna	Department of Physiotherapy
6.	Dr. Dhirender Kaushik	Department of Public Health
7.	Dr. Shivkant Vats	Department of Physics
8.	Dr. Neelam	Department of Chemistry
9.	Sh. Ashok Khanna	Department of Mathematics
10.	Dr. Badruddin	Department of Law
11.	Dr. Gayatri	Department of Education
12.	Dr. Gayatri	Department of English
13.	Dr. Gayatri	Department of Economics
14.	Dr. Gayatri	Department of Journalism
15.	Dr. Gayatri	Department of Psychology
16.	Dr. Annapurna	Department of Public Administration
17.	Sh. Ashok khanna	Department of Engineering and Technology

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