

**The Institute of Chartered Financial Analysts of India University, Sikkim  
Nam Nang Commercial Complex, Nam Nang, Deorali, Gangtok,  
Sikkim-737 101, Tel: 03592-202066 Fax: 03592-201466**

**Website: [www.iusikkim.edu.in](http://www.iusikkim.edu.in)**

**Information under Right to Information Act, 2005**

**Introduction (Basic Information under RTI Act, 2005)**

<b>Background of this Handbook</b>	Right to Information Act, 2005, (RTI Act, 2005)
<b>Objectives and purpose of this Handbook</b>	To provide information about the University and sources of information
<b>Users of this Handbook</b>	General Public
<b>Organization of the information in this Handbook</b>	As per guidelines of the UGC University: ICAFI University, Sikkim.
<b>Definitions</b>	Act : Right to Information Act, 2005
<b>Contact Person</b>	Mr. T N Pradhan Senior Administrative Officer ICFAI University Nam Nang Commercial Complex, Nam Nang, Deorali, Gangtok Sikkim – 737101 Tel: 03592-202065 Telefax: 03592-201466 Email: <a href="mailto:tnpradhan@iusikkim.edu.in">tnpradhan@iusikkim.edu.in</a>

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**1. The particulars of Organization, Functions and Duties**

**a) Establishment** January, 2005

[www.iusikkim.edu.in](http://www.iusikkim.edu.in)

**b) Mission and Objectives**

[www.iusikkim.edu.in/mission.aspx](http://www.iusikkim.edu.in/mission.aspx)

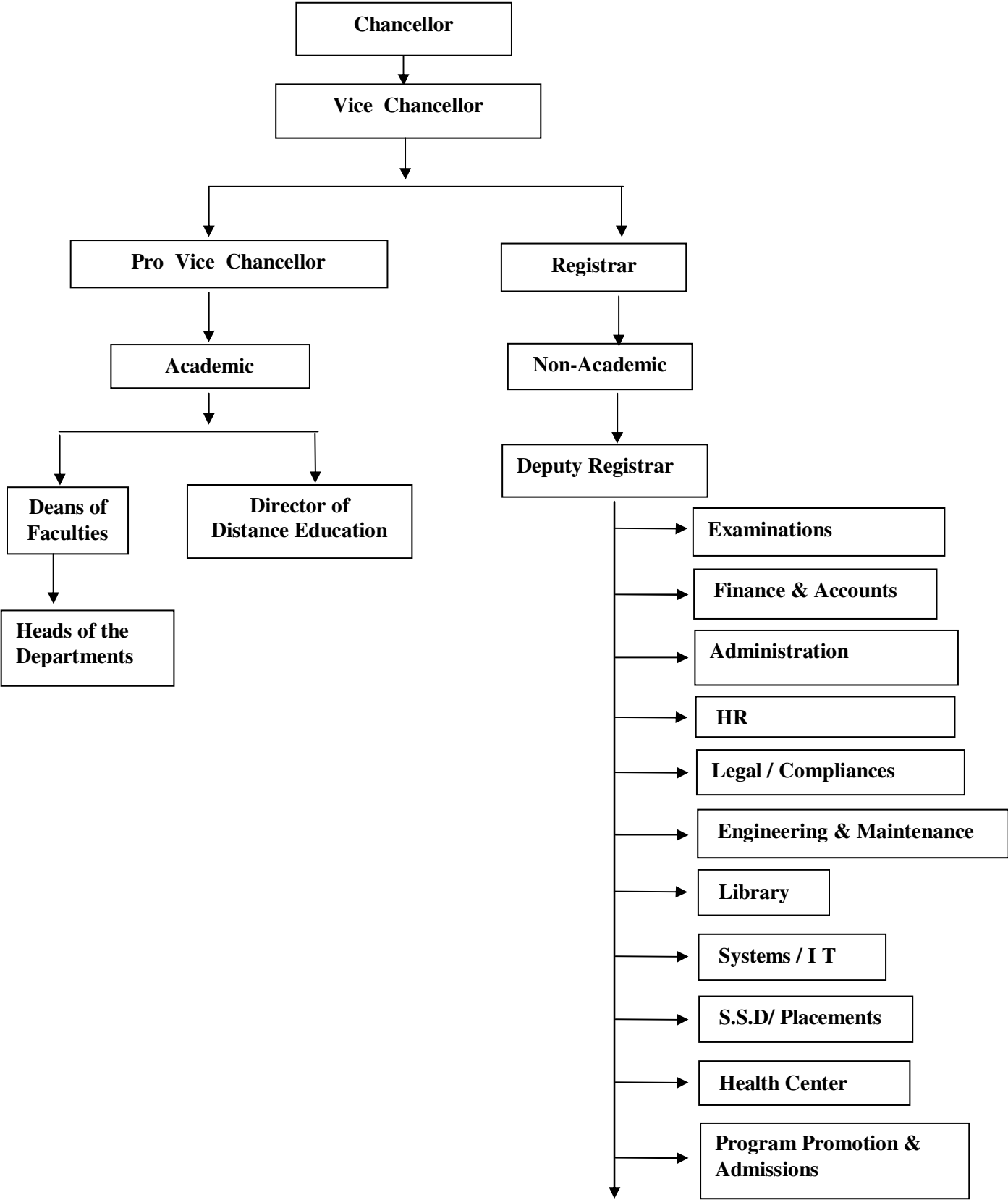
**c) Main activities/functions of the University**

ICFAI University activities comprise of providing high quality and industry relevant education in the areas of Accounting, Financial Analysis and Management, Business Management, Applied Sciences and Technology, Law, Education, Medical Sciences and related areas.

**1. Full time UG programs**

[www.iusikkim.edu.in/programs.aspx](http://www.iusikkim.edu.in/programs.aspx)

**d) Organization chart**



**d) Address of the University**

The ICFAI University, Sikkim  
Nam Nang Commercial Complex,  
Nam Nang, Deorali,  
Gangtok, Sikkim - 737101

**e) University working hours**

<b>Teaching</b>	:	(as per academic calendar)
<b>Administration</b>	:	9.00 a.m. to 5.30 p.m.
<b>Library</b>	:	9.00 a.m. to 5.00 p.m.
<b>Holiday</b>	:	Second Saturday, Sunday and Public Holidays

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### **2. The Powers and Duties of Officers and Employees**

#### **Officers of the University**

*(as per the University Act)*

11. The following shall be the officers of the University, namely:-
  - (a) The Chancellor;
  - (b) The Vice-Chancellor;
  - (c) The Registrar;
  - (d) The Finance Officer; and
  - (e) Such other officers as may be declared by the Statutes to be officers of the University.
  
13.
  - (1) The Sponsor shall, with the prior approval of the Visitor, appoint a person suitable to be appointed as the Chancellor of the University.
  - (2) The Chancellor so appointed shall hold the office for a period of five years.
  - (3) The Chancellor shall be the head of the University.
  - (4) The Chancellor shall preside at the meeting of the Board of Governors and shall, when the Visitor is not present, preside at the convocation of the University for Conferring Degrees, diplomas, Charters, Designations or Certificates.
  - (5) The Chancellor shall have the following powers, namely:-
    - (a) To call for any information or record;
    - (b) To appoint the Vice-Chancellor;
    - (c) To remove the Vice-Chancellor;
    - (d) Such other powers as may be conferred on him by this Act or the Statutes made thereunder.
  
14.
  - (1) The Vice-Chancellor shall be appointed on such terms and conditions as may be prescribed by the statutes for a term of four years by the Chancellor.
  - (2) The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Board of Governors and shall hold office for a term of four years, Provided that, after expiration of the term of four years, the Vice-Chancellor shall be eligible for re-appointment for another term not exceeding four years.
  - (3) The 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 decisions of the authorities of the University.

- (4) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officers or authority as would have in the ordinary course dealt with the matter. Provided that if in the opinion of the concerned authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final. Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Governors and the Board of Governors may confirm or modify or reverse the action taken by the Vice-Chancellor.
  - (5) If in the opinion of the Vice-Chancellor any decision of any authority of the University is outside the powers conferred by this Act, Statutes or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision within seven days from the date of his decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within seven days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
  - (6) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be laid down by the Statutes or the rules.
  - (7) The Vice-Chancellor shall preside at the convocation of the University in the absence of both, the Visitor and the Chancellor, for conferring degrees, diplomas, Charters, Designations or Certificates.
  - (8) The Chancellor is empowered to remove the Vice-Chancellor after due enquiry. It will be open to the Chancellor to suspend the Vice-Chancellor during enquiry depending upon the seriousness of the charges, as he may deem fit.
15. Deans of faculties shall be appointed by the Vice-Chancellor in such manner and shall exercise such powers and perform such duties as may be prescribed by Statutes.
16.
  - (1) The appointment of the Registrar shall be made in such manner as may be prescribed by the Statutes.
  - (2) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
  - (3) The Registrar shall exercise such other powers and perform such other duties as may be prescribed or may be required from time to time, by the Board of Governors.
  - (4) The Registrar shall be responsible for the due custody of the records and the common seal of the University and shall be bound to place before the Chancellor, the Vice-Chancellor or any other authority, all such information and documents as may be necessary for transaction of their business.
  - (5) The Registrar shall exercise such powers and perform such duties as may be prescribed by the Statutes.
17. The Finance Officer shall be appointed by the Board of Governors in such manner and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

18. The manner of appointment, terms and conditions of service and powers and duties of the other officers of the University shall be such as may be prescribed by the Statutes.

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**3. 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 the various provisions of the Act, Statutes and Rules of the University.



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**4. The norms set by it for the discharge of its functions.**

Norms and standards for various programs of the University are set by the respective Academic Committees which also monitor the various academic programs.

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**5. The Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.**

- A. The Institute of Chartered Financial Analysts of India University, Sikkim Act, 2004
- B. First Statutes
- C. Rules

**Authorities of the University  
*(as per the University Act)***

19. The following shall be the authorities of the University, namely:
- (a) The Board of Governors;
  - (b) The Board of Management;
  - (c) The Academic Council;
  - (d) The Finance Committee; and
  - (e) Such other authorities as may be declared by the Statutes to be the authorities of the University.
20. (1) The Board of Governors shall consist of the following, namely:-
- (a) The Chancellor
  - (b) The Vice-Chancellor
  - (c) A nominee of the UGC
  - (d) Three persons nominated by the Sponsor
  - (e) One representative of the State Government
  - (f) Two educationists of repute to be nominated by the Visitor
  - (g) Two academicians to be nominated by the Chancellor.
- (2) The Chancellor shall be the Chairman of the Board of Governors.
- (3) The Registrar shall be an ex-officio Secretary of the Board of Governors.

- (4) The Board of Governors shall be the supreme authority and principal governing body of the University and shall have the following powers, namely:
- (a) To appoint the Statutory Auditors of the University;
  - (b) To lay down policies to be pursued by the University;
  - (c) To review decisions of the other authorities of the University if they are not in conformity with the provisions of this Act or the Statutes or the Rules;
  - (d) To approve the budget and annual report of the University;
  - (e) To make new or additional Statutes and rules or amend or repeal the earlier Statutes and rules;
  - (f) To take decision about voluntary winding up of the University;
  - (g) To approve proposals for submission to the State Government; and
  - (h) To take such decisions and steps as are found desirable for effectively carrying out the objects of the University.
5. The Board of Governors shall, meet at least twice in a calendar year at such time and place as the Chancellor thinks fit.
21. (1) The Board of Management shall consist of the following, namely:-
- (a) The Vice-Chancellor;
  - (b) The Registrar;
  - (c) Four persons, nominated by the Sponsor;
  - (d) Two Deans of the faculties as nominated by the Chancellor;
  - (e) One representative to be nominated by the State Government;
- (2) The Vice-Chancellor shall be the Chairperson of the Board of Management and the Registrar shall be the Secretary of the Board of Management.
- (3) The powers and functions of the Board of Management shall be such as may be prescribed by the Statutes.
22. (1) The Academic Council shall consist of the following, namely:-
- (a) The Vice-Chancellor - Chairman
  - (b) The Registrar - Secretary
  - (c) Such other members as may be prescribed in the Statutes.
- (2) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the rules, co-ordinate and exercise general supervision over the academic policies of the University.
23. (1) The Finance Committee shall consist of the following, namely:-
- (a) The Vice-Chancellor - Chairman
  - (b) The Registrar - Secretary
  - (c) The Finance Officer - Member
  - (d) Such other members as may be prescribed in the Statutes.

- (2) The Finance Committee shall be the principal financial body of the University to take care of financial matters and shall, subject to the provisions of this Act, Statutes and rules, co-ordinate and exercise general supervision over the financial matters of the University.
- 24. The constitution, powers and functions of the other authorities of the University shall be such as may be prescribed by the Statutes.
- 25. No act or proceeding of any authority of the University shall be invalid merely by reason of the existence of any vacancy or defect in the constitution of the authority.

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**6. A Statement of the categories of documents that are held by it or under its control**

- a) The Institute of Chartered Financial Analysts of India University Sikkim Act, 2004, First Statutes and Rules of the University.
- b) ICFAI University Brochure.
- c) Annual Report
- d) Calendar of Programs

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- 7. Particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

The ICFAI University is a private self – financed University. It is functioning strictly in accordance with the provisions of the Act.

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- 8.** 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 advice, 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;

**a) Board of Governors**

	<b>Members</b>
1.	Dr. S A Dave , Chancellor
2.	Mr. S G Tashi , Vice Chancellor
3.	Secretary, Human Resource Development Department)
4.	Dr. T R K Rao
5.	Dr. V R K Prasad
6.	Mr. Kalyan Debnath
7.	Padmashree. Norden Teshering Bhutia
8.	Dr. Shyam Bhadra Medhi, IAS (Retd.)
9.	Dr. G P Srivastava
10.	Prof. Y K Bhushan
	<b>Ex-Officio Secretary</b>
	Brig.(Retd.) SC Joshi, Registrar

**b) Board of Management**

	<b>Members</b>
1.	Mr. S G Tashi , Vice Chancellor
2.	Brig.(Retd.) SC Joshi, Registrar
3.	Director, Technical Education, HRD Department
4.	Mr. R Prasad
5.	Mr. K Sudhakar Rao
6.	Mr. R R Reddy
7.	Mr. J P Ramappa

**e) Finance Committee**

	<b>Members</b>
1.	Mr. S G Tashi , Vice Chancellor
2.	Brig.(Retd.) SC Joshi, Registrar
3.	Ms. Y Ratna Bhanu, Finance Officer
4.	Mr. D Kumar

The meetings of the Board of Governors, Board of Management, Academic Council, and Finance Committee are not open for public. Hon'ble members of those committees only attend the meetings. The minutes of such meetings are not accessible to public; they are circulated among the members only.



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**9. A Directory of Officers and Employees**

[www.iusikkim.edu.in/facultyresources.aspx](http://www.iusikkim.edu.in/facultyresources.aspx)

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- 10. The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

The pay scales of the various teaching and non teaching staff are in accordance with UGC guidelines / norms.

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**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

The ICFAI University is a self-financed statutory authority which avails no grants either from the State or the Central Government. The University has no agencies.

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**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

The ICFAI University is a private self financed University and no subsidies are received or executed by the University.

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**13. Particulars of recipients of concessions, permits or authorizations granted by it;**

**Scholarships:**

Rules and regulations for Financial Assistance

1. The Registrar shall cause the rules for the fixation of fee and rules for the grant of scholarships to be made, present the same for approval of the Board of Governors at the earliest opportunity. The Finance Committee may decide on the fee payable for each of the programs of the University and the grant of scholarships, keeping in view the recommendations of the Academic Council and the Rules framed for the purpose.
2. Students who are residents of Sikkim will be given concession of 50% in the fees charged by the University from the other students. In addition merit scholarship will be provided for 33% of the students.

The provisions in the First Statutes shall apply to the students who are distinctly meritorious in their specific streams.

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- 14. Details in respect of the information, available to or held by it, reduced in an electronic form;**

All relevant information about the University activities is available on the website.

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- 15. 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;**

Information about the University is available at [www.iusikkim.edu.in](http://www.iusikkim.edu.in) for public.

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**16. The names, designations and other particulars of the Public Information Officers;**

[www.iusikkim.edu.in/RTI\\_ACT\\_2005.aspx](http://www.iusikkim.edu.in/RTI_ACT_2005.aspx)



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- 17. Such other information as may be prescribed and thereafter update these publications every year**

Information often required by students, staff and citizens are available on the website of the University:

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**18. Non accessibility of information**

Information of the nature referred to in section 8 of the Right to Information Act, 2005 will not be made available to the public.