

Right to Information - Disclosure

(i)	<i>Particulars of the Organisation, Functions and Duties</i>
	<p>TeamLease Skills University, a private university established under Gujarat Private Universities Act, 2009 through Government of Gujarat Gazette notification, dated 22nd April 2013 with objectives as specified under Section 4 of the Act.</p> <p>The University performs its functions and duties as specified under GPU Act, 2009, under Section 5.</p>
(ii)	<i>The Powers and duties of the officers of the University</i>
	<p>Provost</p> <p>Powers and Functions</p> <p>(a) The Provost shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University;</p> <p>(b) The Provost shall execute the decisions of various authorities of the University and take actions to execute the duties assigned by the President and the authorities of the University;</p> <p>(c) Where, in the opinion of the Provost it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act, he/she may take such action as he/she deems necessary and shall at the earliest opportunity thereafter report his/her action to such officer or authority as would have in the ordinary course dealt with the matter;</p> <p>(d) Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Provost, then such case shall be referred to the President, whose decision thereon shall be final;</p> <p>(e) Provided further that where any such action taken by the Provost 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/her, an appeal to the Board of Management and it may confirm or modify or reverse the action taken by the Provost;</p> <p>(f) Where, in the opinion of the Provost, decision of any authority of the University is not within the powers conferred by the Act or the Statutes or the Ordinances or the Regulations or the Rules or is likely to be prejudicial to the interests of the University, he/she shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the President and his/her decision thereon shall be final;</p>

	<p>(g) The Provost shall be the Chairperson of the Academic Council. The Provost shall have a casting vote in case of a tie in regard to any of the decisions taken by the Academic Council.</p> <p>(h) The Provost shall ensure compliance with the provisions of the Act, the Statutes, Ordinances, Regulations and Rules of the University;</p> <p>(i) The Provost shall be entitled to be present at, and to address, any meeting of the University, but shall not be entitled to vote unless he/she is a member of a particular authority;</p> <p>(j) In addition, the Provost shall have the following powers -</p> <ol style="list-style-type: none"> 1) To advise the Governing Body on planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University and ensure compliance of the same; 2) To coordinate with Deans/Heads concerned with regard to introduction of programs and courses in academic, training and consultancy domains and for teaching, research and development in the University; 3) To provide academic leadership and motivation for excellence; 4) To coordinate with Deans/ Heads concerned for collaboration with any University/Research Institute/Centres in India and abroad from time to time with prior approval of the Governing Body; 5) To apply for membership of other institutions like Association of Indian Universities/ Commonwealth Universities/ International Universities, and India International Centre, etc.; 6) To ensure adherence to quality norms and standards pertaining to the programs and courses of study offered or to be offered by the University; 7) To take necessary steps to obtain accreditation, etc.; 8) To convene or cause to be convened meetings of any segment of the university except the Governing Body and the Board of Management; 9) To make regular appointments with the prior approval of the Board of Management (i) for all posts of Teaching Staff and (ii) for posts of Officers among the Administrative Staff and Technical Staff; 10) To make provision for appointment of Emeritus Professors, Visiting Professors, Visiting Fellows, Adjunct Professors, etc., with prior approval of the Board of Management; 11) To make provision for the offer of Scholarships, Fellowships, Studentships, Medals and Awards with the prior approval of the Board of Management; 12) To appoint course writers, script writers, counsellors, programmers, artists, consultants and such other persons as may be considered
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	<p>necessary for the efficient functioning of the University;</p> <p>13) To fix emoluments and other terms and conditions of service of the Teaching Staff, Administrative Staff and Technical Staff with the approval of the Board of Management;</p> <p>14) To make temporary appointments, with the approval of the Board of Management of such persons as he/she may consider necessary for the functioning of the University;</p> <p>Provided, in case of any exigency, the Provost may appoint such staff for a period not exceeding six months, and such appointments shall be reported to the Board of Management in its next meeting;</p> <p>15) To grant leave to (i) Teaching Staff and (ii) Officers among the Administrative Staff and Technical Staff, and make necessary arrangements for the discharge of the functions of such employee during his/her absence;</p> <p>16) To grant leave of absence to any employee of the University in accordance with the rules and if he/she so desires, delegate such powers to another officer of the University;</p> <p>17) To make necessary arrangements for discharging the functions of an officer whose position falls vacant due to resignation, retirement or any other reason till regular appointment to such position is made;</p> <p>18) To ensure proper maintenance of discipline in the University and to delegate any such power to such officer or officers as he/she may deem fit;</p> <p>19) To process disciplinary action, whenever needed, against the Teaching Staff, Technical Staff, Administrative Staff and Students of the University as per the Statutes, Ordinances, Regulations and Rules;</p> <p>20) To delegate and re-delegate his/her powers subject to the approval of the President;</p> <p>21) To exercise such powers and perform such functions as may be prescribed by the Statutes and the Ordinances;</p>
	<p>Registrar</p> <p>Powers and Functions</p> <p>(i) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but he/she shall not have a right to vote;</p> <p>(ii) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University;</p> <p>(iii) In Addition, the Registrar shall exercise and perform the following powers and functions –</p> <p>1) To function as the custodian of the records, minutes of the meetings of the authorities of the University, the common seal and all properties of the</p>

	<p>University;</p> <ol style="list-style-type: none"> 2) To place before the President, Provost or any authority of the University, all such information and documents as may be necessary for transaction of their business; 3) To conduct official correspondence on behalf of the University and be responsible for the proper maintenance of all the records of the University, subject to the provisions of the Act, the Statutes, the Ordinances, Regulations and Rules; 4) To issue notices concerning all meetings of the Governing Body, Board of Management, Academic Council and any other Committees or bodies constituted as per instructions of the President or Provost; 5) To represent the University in suits or proceedings by or against the University, sign powers of attorney and plead in such cases or depute his/her representative for this purpose; 6) To maintain, if and when required, a register of all registered graduates of the University in the specified form; 7) To maintain a register of all Degrees and Diplomas conferred by the University; 8) To have disciplinary control over the employees of the University as per powers delegated by the Provost; 9) To render to the President/Provost such assistance as may be desired by him/her in the performance of his/her official duties; 10) To appoint persons to the posts below Officer level among the Administrative Staff and Technical Staff; 11) To maintain service records of all the employees of the University; 12) To perform such other duties as may be specified by the Governing Body or the Board of Management or the President or the Provost from time to time; 13) To exercise such powers and perform such duties as may be specified in the Statutes, Ordinances, Regulations and Rules of the University;
	<p>Chief Finance and Accounts Officer</p> <p>Powers and Functions</p> <p>The Chief Finance and Accounts Officer shall be the Member Secretary of the Finance Committee, but shall not have the right to vote. In addition, he/she shall exercise and perform the following powers and functions -</p> <ol style="list-style-type: none"> 1) To exercise general supervision over the funds of the University and to advise it as regards its financial policy and the measures to develop the financial resources of the University; 2) To prepare the annual accounts and the budget of the University for

	<p>presentation to Finance Committee and then to the Board of Management;</p> <ol style="list-style-type: none"> 3) To ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and the stock-checking is conducted annually of equipment, non-consumable items and other consumable materials in the University; 4) To bring to the notice of the Provost unauthorized expenditure and other financial irregularities and suggest disciplinary action against the persons at fault; 5) To keep a constant watch on the state of the cash and bank balances and on the state of investments; 6) To ensure that adequate controls commensurate with the size of financial operations are in place; 7) To ensure timely compliances to all statutory and audit requirements of Government/Taxation Departments, etc., and to represent the University in all legal matters pertaining to finance and taxation; 8) To be responsible for other financial matters and liaison with financial Institutions/Banks; 9) To maintain all accounts and records as per regulatory standards; 10) To ensure that the accounts of the University are properly kept and audited; 11) To ensure that the income and fees due to the University are collected and the salaries and other amounts due to the employees of the University and others are paid promptly; 12) To advise and install a suitable system of accounting and business procedure and keep an Accounts Manual for use in the University; 13) To develop and operate an internal audit system so that the record of all officers and employees responsible for receipt and expenditure, maintenance of accounts, and property registers may be verified by the audit; 14) To provide for at least one annual audit of all the accounts of the University; 15) To specify financial forms to be used in the University; 16) To have powers to pass bills and sign cheques for payments of contingent charges, pay and allowances etc., of all employees of the University after getting the approval from the competent authority, subject to the exceptions, if any, provided for in the Statutes; 17) To take cognisance of the fact that the receipt of the Chief Finance and Accounts Officer or of the person or persons duly authorised in this behalf by the Governing Body for any money payable to the University shall be sufficient discharge for such sum payable; 18) To exercise powers of drawing, disbursing and collection of money under relevant Statutes, Ordinances and Regulations with respect to the employees
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	<p>working in the University;</p> <p>19) To call from any segment of the university any information or reports that he/she may consider necessary for the performance of his/her functions;</p> <p>20) To perform such other financial functions as may be assigned to him/her by the Governing Body or the Board of Management or the Finance Committee or the President or the Provost;</p> <p>21) To exercise such powers and perform such duties as may be specified in the Statutes, Ordinances, Regulations and Rules of the University;</p>
(iii)	<i>The procedure followed in the decision making process, including channels of supervision and accountability.</i>
	All decision are taken by the Provost and Registrar in accordance with the provisions of the Gujarat Private Universities Act.
(iv)	<i>The norms set by it for the discharge of its functions</i>
	All the functions are discharged promptly and with the fastest possible method using Information Communication Technology and IT tools.
(v)	<i>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions</i>
	All the functions are discharged by employees as per the provisions of the Act, Statutes, Regulations and instructions by Provost / Registrar.
(vi)	<i>A statement of the categories of documents that are held by it or under its control</i>
	<p>The following documents are held by University-</p> <ol style="list-style-type: none"> 1) GPU Act 2) First Statutes 3) Agenda and Minutes of the meetings 4) Annual Accounts 5) Cash book 6) Receipt Book
(vii)	<i>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;</i>
	Before taking any important decisions all stakeholders are consulted in accordance with the provisions of the Act & policies of the University.
(viii)	<i>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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of the such meetings are accessible for public;</i>
	The university authorities are the Governing Body, the Board of Management, the Academic Council and the Finance Committee, the minutes of the meetings are accessible to public on demand as per the provisions under RTI Act.
(ix)	<i>A directory of its officers and employees;</i>

S#	Name	Designation	Phone No.	Email ID
1	Dr. Avani Umatt	Provost (i/c)	0264-6189119	provost@teamleaseuniversity.ac.in
2	Mr. Ashok Kumar K	Registrar	0265-6189123	registrar@teamleaseuniversity.ac.in
3	Dr. Avani Umatt	Dean (Academics)	0265-6189108	dean.academics@teamleaseuniversity.ac.in
4	Dr. Anupam Mitra	Professor & HOD	0265-6189138	anupam.mitra@teamleaseuniversity.ac.in
5	Dr. Ashutosh Sandhe	Associate Professor	0265-6189142	ashutosh.sandhe@teamleaseuniversity.ac.in
6	Dr. Manoj Sharma	Asst. Professor	0265-6189146	manoj.sharma@teamleaseuniversity.ac.in
7	Ms. Priyanka Patel	Academic Associate	0265-6189146	priyanka.patel@teamleaseuniversity.ac.in
8	Dr. Avani Umatt	Professor & HOD	0265-6189108	avani.umatt@teamleaseuniversity.ac.in
9	Ms. Jugal Desai	Academic Associate	0265-6189133	jugal.desai@teamleaseuniversity.ac.in
10	Dr. Rahul Kanagat	Professor & HOD	0265-6189140	rahul.k@teamleaseuniversity.ac.in
11	Ms. Bharti Sharma	Academic Associate	0265-6189141	bharti.m@teamleaseuniversity.ac.in
12	Mr. Doron Pawar	Academic Associate	0265-6189141	doron.pawar@teamleaseuniversity.ac.in
13	Ms. Revika Kothari	Academic Associate	0265-6189133	revika.mohta@teamleaseuniversity.ac.in
14	Mr. Jayendra Goswami	Programme Manager	0265-6189142	jayendra.g@teamleaseuniversity.ac.in
15	Mr. Rajesh Parmar	Programme Manager	0265-6189133	rajesh.parmar@teamleaseuniversity.ac.in

16	Dr. Priyanka Behrani	Asst. Professor & HOD	0265-6189139	priyanka.behrani@eamleaseuniversity.ac.in
17	Mr. Mayur Shrimali	Academic Associate	0265-6189139	shrimali.mkumar@eamleaseuniversity.ac.in
18	Mr. Dishank Upadhyay	Academic Associate & HOD	0265-6189134	dishank.upadhyay@eamleaseuniversity.ac.in
19	Mr. Prashant Parmar	Asst. Professor	0265-6189133	prashant.parmar@eamleaseuniversity.ac.in
20	Mr. Udayan Trivedi	Asst. Professor	0265-6189133	udayan.trivedi@eamleaseuniversity.ac.in
21	Mr. Jaydeep Mehta	Dy. Librarian	0265-6189121	jaydeep.m@eamleaseuniversity.ac.in
22	Mr. Premsharan Takkar	Sales Head (NETAP)	0265-6189118	Premsharan.t@eamleaseuniversity.ac.in
23	Mr. Pradeep Shukla	Asst. General Manager	0265-6189111	pradeep.shukla@eamleaseuniversity.ac.in
24	Mr. Dashrath Vaishnav	Asst. Manager	0265-6189116	dashrath.vaishnav@eamleaseuniversity.ac.in
(x)	<i>Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;</i>			
	The information to be provided is available with HR Dept. of the University.			
(xi)	<i>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;</i>			
	Budget for the Financial Year 2018-19			
	S#	Budget Head	Amount in ₹ lakhs	
	1	Income	68446.80	
	2	Expenses	68594.13	
	3	Miscellaneous (FD Interest)	92.95	
(xii)	<i>The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;</i>			
	Not Applicable			

(xiii)	<i>Particulars of recipients of concessions, permits or authorisations granted by it;</i>
	NIL
(xiv)	<i>Details in respect of the information, available to or held by it, reduced in an electronic form;</i>
	All the important forms, circulars, notifications, academic and administrative information are available on University website www.teamleaseuniversity.ac.in for information to the public.
(xv)	<i>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;</i>
	The University is open from Monday to Friday from 8:30 a.m. to 5:30 p.m. except on gazetted holidays, Saturdays and Sunday's. The citizens can apply for information with a prescribed fee to the public information officer and the requisite information shall be provided as per the provisions under RTI Act.
(xvi)	<i>The names, designations and other particulars of the Public Information Officers;</i>
	Public Information Officer The Registrar, TeamLease Skills University, Vadodara. Phone: +92-265-6189123; registrar@teamleaseuniversity.ac.in