

*Information
Handbook*

under

*Right to Information
Act, 2005*

*Aligarh Muslim
University
Aligarh*

Manual 1
Section 4(1)(b)(i)

Particulars of organization, functions and duties

Objectives:-

- (1) (a) To promote Oriental and Islamic studies and give instruction in Muslim theology and religion and to impart moral and physical training;
- (b) To promote the study of the religions civilization and culture of India;
- (c) To promote especially the educational and cultural advancement of the Muslims of India;
- (2) To provide for instruction in such branches of learning as the University may think fit, and to make provision for research and for the advancement and dissemination of knowledge;
- (3) To undertake endeavours calculated to subserve above objectives.

Vision Statement

The Aligarh Muslim University is fully dedicated to the task of achieving excellence in teaching and research. It aims at promoting genuine scholarship. The University promotes spirit of free-enquiry, large-hearted tolerance and fraternity amongst all sections of people.

Brief History

The Aligarh Muslim University is a residential academic institution which was established by Sir Syed Ahmad Khan, a great Muslim reformist of his time who felt the need of modern education for Muslims. He started a school in 1875 named as Madarsatul Uloom Musalmanan-e-Hind which later became a college under the title of Mohammadan Anglo-Oriental College and was converted into a Central University in 1920. In view of the remarkable history of the institution and its contribution to the Indian nation, the Constitution of India in its Entry No.63 (List I of the Seventh Schedule) has listed Aligarh Muslim University as an institution of national importance.

The University today has **88 Departments** which are grouped under twelve faculties viz. Arts, Social Sciences, Engineering and Technology, Medicine, Commerce, Law, Theology, Life Sciences, Unani Medicine, Agriculture, Business Management and Science.

The University has **four important colleges** viz. Zakir Husain College of Engineering & Technology, J.N. Medical College, A.K. Tibbiya College and Women's College. The other maintained institutions are the Boy's Polytechnic, the Women's Polytechnic, Senior Secondary Schools (Boys and Girls), S.T. High School, Aligarh Muslim University Girls High School, Aligarh Muslim University

City High School, Nursery School, Ahmadi School for the Blind, the Aligarh Muslim University City Girls High School and Abdullah Nursery & Primary School.

Duties of the University

1. To promote especially the educational and cultural advancement of the Muslims of India;
2. To undertake activities which contribute to the effective realization of its objectives and vision as stated above;
3. To hold examinations and to grant diplomas or certificates to, and confer degrees and other academic distinctions on, persons subject to such conditions as the University may determine and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
4. To confer honorary degrees or other distinctions in the manner laid down in the Statutes;
5. To supervise and control the residence and to regulate the discipline of students of the University, and to make arrangements for promoting their health; and
6. To make special arrangements in respect of the residence, discipline and teaching of women students.

Services being provided by the University

The University does not provide 'service' as interpreted for the purpose of the service tax. However, it facilitates the following:

- The University offers facilities for pursuing under-graduate courses in arts, science, commerce, engineering, medicine, law, education and fine arts through its affiliated and maintained colleges.
- The University offers facilities for pursuing post-graduate courses and research in arts, science, commerce, engineering, medicine, law, business management, education and fine arts through its departments, schools, centers etc.
- The University may undertake various research/special studies/ projects especially financed for this purpose by external agencies/ bodies other than the Aligarh Muslim University.

Organizational and Administrative Chart: as indicated in Annexure I and II.

Expectation of the University from the public for enhancing its effectiveness and efficiency

The University is a reputed Central University with the parliamentary mandate to especially promote educational and cultural advancement of Muslim of India. The University therefore, expects objective and considered support from the citizens of the India as well as persons directly associated with the affairs of the university.

Arrangements and methods made for seeking public participation/contribution

Public involvement in the affairs of the university out of people from various walks of public life on its various administrative bodies is as follows:

Public involvement in the affairs of the University is through nomination of people from various walks of public life on its various administrative bodies, viz, 92 in the University Court, 10 in the Executive Council, 5 in the Academic Council and 5 in the Faculties under the provisions of the Aligarh Muslim University Act, 1920, Statutes and Ordinances of the University. People from public life are invited to the Faculties/Departments/Centres in their relevant fields of specialization.

Mechanism available for monitoring the service delivery and public grievance resolution.

The Vice-chancellor is the principal executive and academic officer of the University, and exercises general supervision and control over the affairs of the University and gives effect to the decisions of all the authorities of the University. Monitoring of the affairs of the University is through the Court, Executive Council, Academic Council, and Finance Committee.

Address of the University

Vice-Chancellor: Office of the Vice-Chancellor, Administrative Block, University Road, Aligarh Muslim Univeristy, Aligarh.

Pro-Vice-Chancellor: Office of the Pro-Vice-Chancellor, University Road, opposite Vice-Chancellor's Lodge, Aligarh Muslim University, Aligarh

Honorary Treasurer: Office of the Treasurer, Administrative Block, University Road, Aligarh Muslim University, Aligarh.

Registrar: Office of Registrar, Administrative Block, University Road, Aligarh Muslim University, Aligarh.

Finance Officer: Office of the Finance Officer, Administrative Block, Registrar's Office, University Road, Aligarh Muslim University, Aligarh.

Working Hours of the University

Office hours: 9.30 a.m. to 5.00 p.m. (Except Fridays)

Friday: 8.00 a.m. to 12.00 noon

During Summer, the following are the office timings:

7.30 a.m. to 2.00 p.m. (Except Fridays)

Friday: 7.30 a.m. to 11.30 a.m.

Manual 2 Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

The Vice-Chancellor is the principal academic and executive officer of the University. The powers of the university are mentioned in section 5 of the Aligarh Muslim University Act, 1920, as amended from time to time. The powers of

authorities of the University like University Court, the Executive Council, the Academic Council, the Finance Committee and Faculties are specified in sections 23, 24, 25 and 26 of the Aligarh Muslim University Act and Statutes 14, 17, 19, 21, 26 of the Statutes of the University, respectively.

The powers and duties of the officers of the University are available in Section 17, 18, 19, 20, 20A, 20B, 20C of the Aligarh Muslim University Act as well as in Statutes 1, 1A, 2, 3, 4, 4A, 5, 6 of the Statutes of the University.

The duties and responsibilities of University employees are as stipulated in section II of Chapter V of the Regulations governing Terms and Conditions of Services of non-teaching employees. For the teachers the duties are mentioned in the Code of Conduct for Teachers and in the Contract they sign while entering the University service.

Manual 3 Section 4(1)(b)(iii)

Procedure followed for taking a decision on various matters

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, Ordinances and Regulations of the University.

Manual 4 Section 4(1)(b)(iv)

Norms set by the University for the discharge of its functions

The University Court is the supreme governing body of the University and its members serve in sizeable numbers on the other bodies of the University such

as the Executive Council and the Academic Council. The University Court has the power to review acts of the Executive Council and the Academic Council.

The Executive Council is the principal Executive Body of the University while the Academic Council is the principal Academic Body of the University and co-ordinates and exercises general supervision over the academic policies of the University subject to the provisions of Aligarh Muslim University Act, Statutes and the Ordinances.

The powers and functions of the faculties are stipulated in Statute 21 of the Statutes of the University.

Manual 5
Section 4(1)(b)(v)

Rules, regulations and instructions used:

- Statutes of the Aligarh Muslim University as contemplated in Section 27 & 28 of the Aligarh Muslim University Act, 1920.
- Ordinances of the University as contemplated under Section 29 of the Aligarh Muslim University Act, 1920.
- Regulations as provided under Section 31 of the Aligarh Muslim University Act, 1920.
- Regulations governing Terms and Conditions of Service of Non-teaching Employees- 1972 and Code of Conduct for Teachers and terms mentioned in their contract.

- Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

Manual 6
Section 4(1)(b)(vi)

Official documents and their availability

Minutes of the University Court, Executive Council and Academic Council are printed and published from time to time

Various admission brochures

Annual Report of the University

Certified Annual Accounts

Audit Reports

Convocation Addresses and Annual Reports.

NB: Confidential matters pertaining to examinations and admissions, paper setting, evaluation of scripts and consequent procedures and documents related therewith, composition and proceedings of the selection committees and minutes of the University Court/ EC/AC until these are printed, will remain confidential and not available in the public domain. Besides, no information in respect of persons undergoing departmental disciplinary proceedings and court cases pending in any Court of Law or Tribunal will be given.

Manual 7
Section 4(1)(b)(vii)

Mode of public participation

The Statutory Bodies of the University, namely the University Court, Executive Council and Academic Council comprise of eminent people from various sections of the society and representatives of public who directly participate in the affairs of the University.

(a) The University Court has the following representation from the public:

- Twenty-five representatives of ex-students representing Alumni (old Boys') Association;
- Ten representatives of donors who have donated at least a sum of ten thousand rupees or transferred property worth at least ten thousand rupees to the University;
- Ten persons representing the learned professions, industry and commerce;
- Five representatives of the All-India Muslim Education Conference;
- Ten members of Parliament, six to be elected by the House of the People (Lok Sabha) from amongst its members and four to be elected by the Council of States (Rajya Sabha) from amongst its members;

- Fifteen persons representing Muslim culture and learning, of whom ten shall be persons residing outside the State of Uttar Pradesh;
- Six persons representing Muslim Colleges of Oriental Learning in India;
- Two persons representing Urdu language and literature;
- Five persons representing Muslim Educational and Cultural Societies situated outside the State of Uttar Pradesh;
- Five persons nominated by the Visitor (President of India);
- One person nominated by the Chief Rector (Governor of U.P.);
- One person nominated by the Chancellor:

(b) The Executive Council has the following representations from the public:

- Six members of the Court, none of whom shall be an employee of the University, to be elected from amongst themselves;
- Three persons to be nominated by the Visitor (President of India);
- One person to be nominated by the Chief Rector (Governor of U.P.)

(c) The Academic Council has the following representatives from the Public:

- Five persons not in the service of the University, co-opted by the Academic Council for their special knowledge, provided that not more than two persons shall be co-opted from subjects assigned to any one Faculty;

Manual 8
Section 4(1)(b)(viii)

Court, Councils, Committees, Faculties, Departments, Boards of Studies etc.
under the University

- University Court as provided in Section 23 of the Aligarh Muslim University Act, 1920 and Statute 14 of the Statutes of the University.
- Executive Council as provided in Section 24 of the Aligarh Muslim University Act, 1920 and Statutes 16 and 17 of the Statutes of the University.
- Academic Council as provided in Section 25 of the Aligarh Muslim University Act, 1920 and Statutes 18 and 19 of the Statutes of the University.
- Faculties as provided in Section 26 and Statute 20 of the Statutes of the University.
- Finance Committee as provided in Section 26 of the Aligarh Muslim University Act, 1920 and Statute 26 of the Statutes of the University.
- Departments of Studies as provided in Statute 20 and 22 of the Statutes of the University.

Besides, any authority of the University may appoint as many standing or special committees as it may deem fit, and may appoint to such committees persons who are not members of such authority. Any such committee may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.

Manual 9
Section 4(1)(b)(ix)

Directory of officers and employees

It is available in print form. This is a priced publication. It is also available in the electronic form on the official website of the University at www.amu.ac.in.

Manual 10
Section 4(1)(b)(x)

Monthly remuneration received by each of its employee

The pay scales of various teaching and non-teaching staff are prescribed by the University Grants Commission and adopted by the University.

Manual 11
Section 4(1)(b)(xi)

Budget allocated to each agency

- The annual accounts and the financial estimates of the University are laid before the Finance Committee for consideration and comments are thereafter submitted to the Executive Council for approval. The University

Court finally passes resolutions on the annual accounts and the financial estimates. The same are subsequently laid before the Parliament.

Manual 12
Section 4(1)(b)(xii)

Manner of execution of subsidy programmes

Not applicable in this University

Manual 13
Section 4(1)(b)(xiii)

(a) Concessions granted by the University

Admissions in all the Faculties are made on the basis of rules framed by the Academic Council for each Faculty and for each course.

Admission to various Non-Test courses are offered subject to the condition that it is to be ensured that good external candidates (on all India basis) are admitted to the extent of at least 30% of the approved intake on merit, of which at least 10% students shall be from the states not adjoining the State of Uttar Pradesh.

20% of the approved number of seats available for a particular course may be nominated, subject to fulfilling of eligibility requirements and inter-se merit, by the Vice-Chancellor from the following categories:

- (i) (a) Scheduled Castes /Scheduled Tribes

- (b) Backward Classes
 - (ii) Children of University employees, including retired University employees and those who died in harness.
 - (iii) Children of Alumni.
 - (iv) Children of Central Government Employees recently (within 12 months preceeding the closing date of the candidate's application form) posted/ transferred to Aligarh (Not applicable to professional courses).
 - (v) Candidates belonging to distant states /UTS (Not adjoining UP)
 - (vi) (a) Outstanding sportspersons
 - (b) Outstanding debater
 - (vii) NCC cadets
 - (viii) 03% reservation for Physically challenged candidates as communicated by the Joint Secretary, U.G.C. vide DO No.F.11-5/95 (CPP-II) (Vol.III) dated 18 August, 2001.

- N.B.** 1. The above reservations may vary with any decision taken by the University.
2. Details of such concessions are available in the admission brochures for respective courses of faculties/ colleges.

(b) Concessions availed by the University:

The University avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

Manual 14
Section 4(1)(b)(xiv)

Information available in electronic form

The application form for employment and the results of admission tests for various courses are available on the University Websites www.amuregistrar.com and www.amucontrollerexams.com respectively. All necessary information about the University is available at the University Website www.amu.ac.in. Efforts are being made to provide more and more information on this site.

Manual 15
Section 4(1)(b)(xv)

Means, methods and facilities available to citizens for obtaining information

All important notices and circulars issued by the University are placed on the Notice Boards of the University. The Aligarh Muslim University Act, 1920 Statutes, Ordinances and Rules and Regulations on various matters are available in print; efforts are being made to make them available in the electronic form. The syllabus of various courses in the University can be obtained from respective departments of studies in the University. The syllabus for High School is a priced publication and can be obtained from the University Publications Division.

University Calendar and other publications are priced and can be obtained from the University.

Manual 16
Section 4(1)(b)(xvi)

Appellate Authority

Registrar
A.M.U., Aligarh

Public Information Officers

1. Dean, Faculty of Arts,
A.M.U., Aligarh
2. Dean, Faculty of Social Sciences
A.M.U., Aligarh
3. Dean, Faculty of Science
A.M.U., Aligarh
4. Dean, Faculty of Life Sciences
A.M.U., Aligarh
5. Dean, Faculty of Engineering and Technology
A.M.U., Aligarh
6. Dean, Faculty of Medicine
A.M.U., Aligarh
7. Dean, Faculty of Unani Medicine
A.M.U., Aligarh
8. Dean, Faculty of Agricultural Sciences
A.M.U., Aligarh
9. Dean, Faculty of Commerce
A.M.U., Aligarh
10. Dean, Faculty of Law

- A.M.U., Aligarh
11. Dean, Faculty of Management Studies & Research
A.M.U., Aligarh
 12. Dean, Faculty of Theology
A.M.U., Aligarh
 13. Dean of Students' Welfare
A.M.U., Aligarh
 14. Finance Officer
A.M.U., Aligarh
 15. Controller of Examinations and Admissions
A.M.U., Aligarh
 16. Principal
J.N Medical College
A.M.U., Aligarh
 17. Principal
A.K. Tibbiya College
A.M.U., Aligarh
 18. Principal
Z.H. College of Engineering and Technology
A.M.U., Aligarh
 19. Principal
Dr. Ziauddin Ahmad Dental College
A.M.U., Aligarh
 20. Principal
University Polytechnic
A.M.U., Aligarh
 21. Principal
University Women's Polytechnic
A.M.U., Aligarh
 22. Principal
A.M.U. Women's College
A.M.U., Aligarh

23. Proctor
A.M.U., Aligarh
24. Chief Medical Superintendent
J.N. Medical College Hospital
A.M.U., Aligarh
25. Estate Officer
(Gazetted)
A.M.U., Aligarh
26. Director
(M.A.S.)
A.M.U., Aligarh
27. Director
Centre for Comparative Study of Indian Languages & Culture
A.M.U., Aligarh
28. Director
Coaching & Guidance Centre
A.M.U., Aligarh
29. Director
Centre for Promotion of Educational and
Cultural Advancement of Muslims of India
A.M.U., Aligarh
30. Director
Career Planning Centre
A.M.U., Aligarh
31. Director
Centre for Promotion of Science
A.M.U., Aligarh
32. Director
Centre of Cardiology and Cardiovascular Research
A.M.U., Aligarh
33. Director
Sir Syed Academy
A.M.U., Aligarh
34. Director
Centre of Continuing & Adult Education and Extension

- A.M.U., Aligarh
35. Director
Centre for Distance Education
A.M.U., Aligarh
 36. Director
University Health Service
A.M.U., Aligarh
 37. Director
Centre for Nehru Studies
A.M.U., Aligarh
 38. Director
Institute of Ophthalmology
A.M.U., Aligarh
 39. Director
Academic Staff College
A.M.U., Aligarh
 40. Director
Interdisciplinary Centre
Department of Economics
A.M.U., Aligarh
 41. Director
Centre for Women's Studies
A.M.U., Aligarh
 42. Director
Computer Centre
A.M.U., Aligarh
 43. Manager
Senior Secondary School for Boys'
A.M.U., Aligarh
 44. Manager
Senior Secondary School for Girls'
A.M.U., Aligarh
 45. Manager
S.T.S. High School

A.M.U., Aligarh

46. Manager
A.M.U. City High School
A.M.U., Aligarh

47. Manager
A.M.U. Girls' High School
A.M.U., Aligarh

48. Manager
A.M.U. City Girls' High School
A.M.U., Aligarh

49. Manager
Ahmadi School for the Blind
A.M.U., Aligarh

50. Manager
Abdullah Nursery & Primary School
A.M.U., Aligarh

51. Provost
Mohsinul Mulk Hall
A.M.U., Aligarh

52. Provost
Ross Masood Hall
A.M.U., Aligarh

53. Provost
Viqarul Mulk Hall
A.M.U., Aligarh

54. Provost
Mohammad Habib Hall
A.M.U., Aligarh

55. Provost
Sir Syed Hall (South)
A.M.U., Aligarh

56. Provost
Sir Syed Hall (North)
A.M.U., Aligarh

57. Provost
Aftab Hall
A.M.U., Aligarh

58. Provost
Abdullah Hall
A.M.U., Aligarh

59. Provost
Sarojini Naidu Hall
A.M.U., Aligarh

60. Provost
Indira Gandhi Hall
A.M.U., Aligarh

61. Provost
Hadi Hasan Hall
A.M.U., Aligarh

62. Provost
Sulaiman Hall
A.M.U., Aligarh

63. Provost
Sir Ziauddin Hall
A.M.U., Aligarh

64. Provost
Nadeem Tarin Hall
A.M.U., Aligarh

65. Provost
Allama Iqbal Hall
A.M.U., Aligarh

66. Provost
N.R.S.C.
A.M.U., Aligarh

67. Coordinator
General Education Centre
A.M.U., Aligarh

68. Coordinator
Centre of Professional Courses
A.M.U., Aligarh

69. Coordinator
Interdisciplinary Bio-Technology Unit
A.M.U., Aligarh

70. Coordinator
Centre of Advanced Studies in History
A.M.U., Aligarh

71. Coordinator
Social Service Committee
A.M.U., Aligarh

72. Incharge
Dr. Ambedkar Chair of Legal Study & Research
A.M.U., Aligarh

73. Secretary
University Games Committee
A.M.U., Aligarh

74. Member-in-Charge
(Purchase)
A.M.U., Aligarh

75. Member-in-Charge
(Electricity)
A.M.U., Aligarh

76. Member-in-Charge
(Telephones)
A.M.U., Aligarh

77. Member-in-Charge
(Lands, Gardens and Parks)
A.M.U., Aligarh

78. Member-in-Charge
(Guest House)

- A.M.U., Aligarh
79. Member-in-Charge
(Transport)
A.M.U., Aligarh
80. Member-in-Charge
(A.M.U. Gas Agency)
A.M.U., Aligarh
81. Member-in-Charge/University Engineer
(Building)
A.M.U., Aligarh
82. Member-in-Charge
(Publications Divisions)
A.M.U., Aligarh
83. Member-in-Charge
(Stationery Mart)
A.M.U., Aligarh
84. Member-in-Charge
(Properties & Waqfs)
A.M.U., Aligarh
85. Member-in-Charge
Public Relations Office
A.M.U., Aligarh
86. University Librarian
Maulana Azad Library
A.M.U., Aligarh
87. Deputy Registrar
Cadre Review Section
A.M.U., Aligarh
88. Deputy Registrar
Selection Committee Section
A.M.U., Aligarh
89. Deputy Registrar
Records Section

- A.M.U., Aligarh
90. Deputy Registrar
Accounts Section
A.M.U., Aligarh
 91. Deputy Registrar
Service Book & Pension Section
A.M.U., Aligarh
 92. Assistant Registrar
Grievance Committees Section
A.M.U., Aligarh
 93. Assistant Registrar
General Section
A.M.U., Aligarh
 94. Assistant Registrar
Academic Section
A.M.U., Aligarh
 95. Assistant Registrar
Executive Section
A.M.U., Aligarh
 96. Assistant Registrar
Councils Section
A.M.U., Aligarh
 97. Consultant
D.E. Section
A.M.U., Aligarh
 100. Consultant
Legal Section
A.M.U., Aligarh
 101. Assistant Registrar
Administration –NT Section
A.M.U., Aligarh
 102. Assistant Registrar

Administration –Teaching Section
A.M.U., Aligarh

103. Assistant Registrar
Vice-Chancellor's Secretariat
A.M.U., Aligarh

104. Editor
M.U. Gazette
A.M.U., Aligarh

105. Editor
Fikro Nazar
A.M.U., Aligarh

106. Editor
Tehzibul Akhlaq & Nishant
A.M.U., Aligarh

Assistant Public Information Officers

To be appointed shortly

Manual 17 Other Information Section 4(1)(b)(xvii)

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

The fee to be charged under section 6(1) and 7(1) of the Right to Information Act, 2005 (RTI) for seeking information will be Rs.10/- per information. The fees shall accompany the request for information in the form of cash receipt /bankers cheque /Demand Draft.

The fees to be charged for providing information will be as under:

- (a) Rs.2 for each page (in A4 or A3 size paper) created or copied.
- (b) Actual charge of cost price of a copy in large size paper
- (c) Actual cost or price for samples or models
- (d) For inspection of records: no fee for the first hour; and a fee of Rs.5/- for each subsequent hour (or fraction thereof).

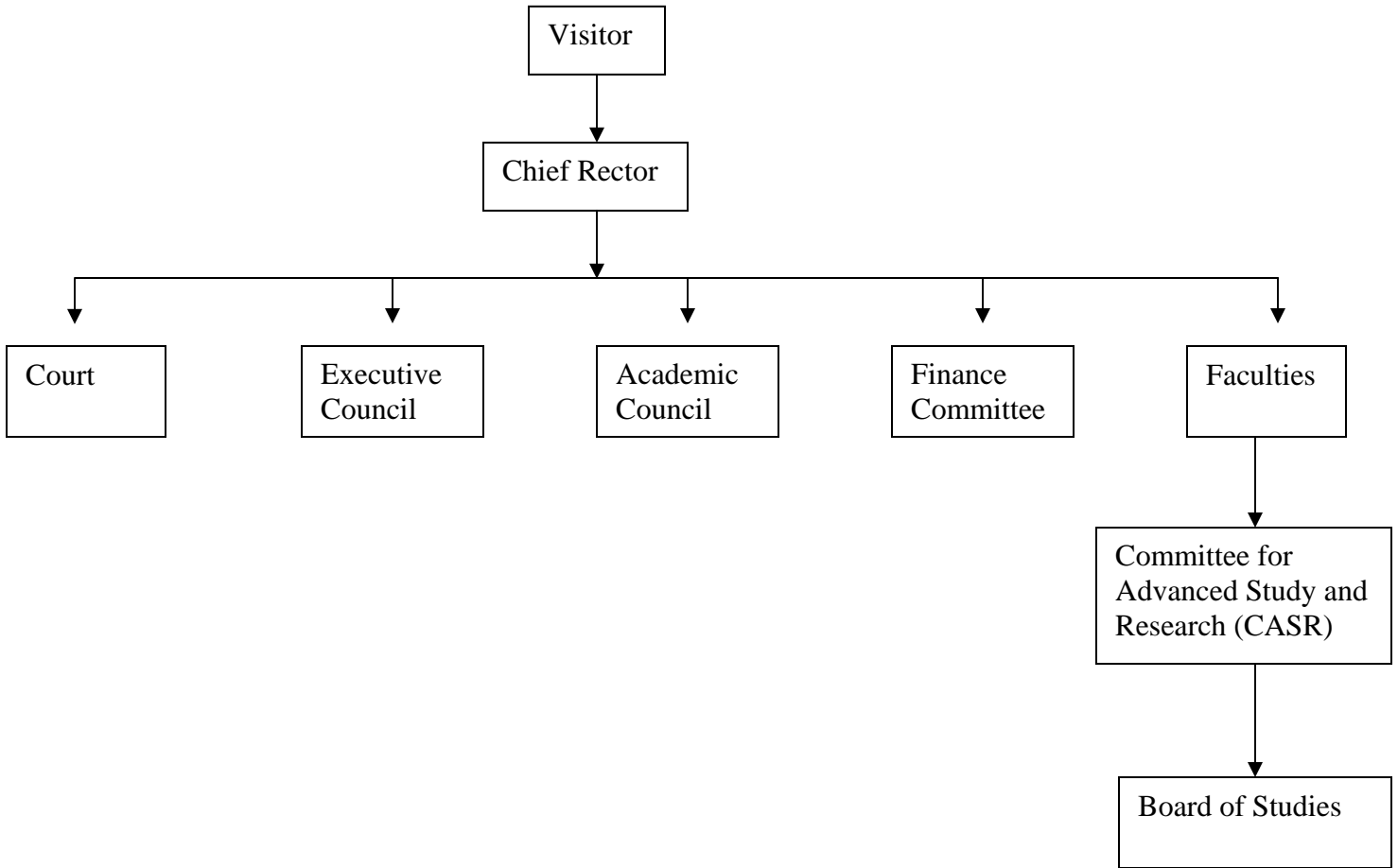
The fee for providing information under section 7(5) of the RTI Act will be as follows:

- (a) For information provided in diskette or floppy: Rs.50/- per diskette or floppy.
- (b) Information provided in printed form: at the price for such application or Rs.2/- per page of Xerox for extracts from the publication.

The fee as in 2 and 3 above if to be charged will be intimated and may be paid through cash receipt /demand draft or bankers cheque. However, the period intervening the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of supply of information as provided under Section 7(1) of RTI of 30 days.

The postage charges, if any, incurred or to be incurred by the University for supply of information under RTI shall also be charged from the person seeking such information.

Organisation Structure of A.M.U.



Officers of Aligh Muslim University

