

Information under Right to information Act, 2005

I Particulars of its organisation, functions and duties

a. Name and Address:

Lovely Professional University,
Jalandhar - Delhi G.T. Road (NH-1),
Phagwara, Punjab (India) - 144402

b. Particulars

Lovely Professional University is a self-financing university established in the state of Punjab by the State legislature. The University has been recognized by the UGC and included under the list of universities maintained by the UGC Section 2(f) of the University Grants Commission Act, 1956.

c. Functions and Duties

(i) The objects of the University are:

- i. To provide for instruction, teaching, education, research and training at all levels in all disciplines of education including training at all levels in all disciplines of education including professional, medical, technical, higher, general education and in any other streams and subjects, as per the needs of the industry and the society in general, as may be deemed necessary by the University through all modes of education, as may emerge or become relevant in future;
- ii. To undertake industry oriented teaching, training and research, extension programmes and to provide employable skills with a view to contribute to the development of the society;
- iii. To provide for research, creation, advancement and dissemination of knowledge, wisdom and understanding; and
- iv. To do all such acts and things, as may be necessary or desirable to further the objects of the University.

(ii) The University is presently offering following teaching and research programmes in various disciplines.

Details are available at: (<http://www.lpu.in/programsearch.aspx>)

II Powers and duties of its officers and employees

a. Vice Chancellor

The Vice Chancellor is the Principal Administrator and Academic Officer of the University and shall exercise the general superintendence and control over the affairs of the University. The Vice Chancellor shall ensure discipline, decorum and security to maintain law and order in the University and he may delegate any such powers to such person(s) as he may deem fit.

b. Registrar

The Registrar shall conduct the official correspondence on behalf of the authorities or bodies of the University and shall be responsible for the general maintenance of the property of the

University and ensure discipline, decorum, security to maintain law and order. The Registrar shall be responsible to deal with all the legal matters of and in relation to the University.

c. Director-General

The Director-General shall perform such duties as may be assigned by the Chancellor, Vice Chancellor or any senior officer of the University.

d. Dean(s)

The Executive Dean(s), Senior Dean(s) and/or the Dean(s) may be appointed in such areas for performing such functions as approved by the University.

e. Finance Officer

The Finance Officer shall manage the finances, property and investments of the University and shall be responsible for the preparation of the annual statement of accounts and the budget. The Finance officer shall deal with and be responsible, for the various matters related to the finances and accounts of the University.

f. Other officers and staff of the University assume powers and duties as assigned to them from time to time for the purposes of the University.

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

Decisions in various matters are taken by the appropriate authorities of the University as per the procedure laid down under the Statutes, Regulation, Ordinances and Rules of the University.

IV The norms set by it for the discharge of its functions

Lovely Professional University Act, Statutes, Regulations, Ordinances and Rules framed thereunder and circulars and notices issued, from time to time by the University. Besides it, Government Orders and

policies (Central & State), Supreme Court Judgements, UGC norms and other policies prescribed by the concerned authorities, subject to their applicability, are adhered to.

V The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

- a. Lovely Professional University Act, Statutes, Regulations, Ordinances and Rules framed thereunder and circulars and notices issued, from time to time by the University.
- b. Records related to students, employees, administration, finance and related documentation.

VI A statement of the categories of documents that are held by it or under its control

- a. Lovely Professional University Act, Statutes, Regulations, Ordinances and Rules framed thereunder and circulars and notices issued, from time to time by the University.
- b. Records related to students, employees, administration, finance and related documentation.

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

Representatives of State Government (from academia, industry and administration), Former Chairman of UGC, eminent industrialists, subject experts etc. involved in the authorities of the University to formulate the policy matters.

VIII 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

Governing Council, Academic Council, Executive Council, Finance Committee, Academia-Industry Interface Council, Board of Studies (the details of the members are available at the headquarters). The meetings of these councils, committees etc. are related to the academic and administrative decisions making, and are not open to the public. However, minutes are accessible for the public.

IX A directory of its officers and employees

Available in print form as well as on the University Web portal.

X The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

The relevant information pertaining to this section is available with Account officer of the University.

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

Refer to the Annual Reports available with the Finance Officer of the University.

XII The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not Applicable,

XIII Particulars of recipients of concessions, permits or authorisations granted by it

Students belonging to reserved categories as per the State policy with regard to admission in respect of the State quota for Punjab domicile, as prescribed by the University.

XIV Details in respect of the information, available to or held by it, reduced in an electronic form

The required information is available on the University web portal (www.lpu.in).

XV 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 relating to University and its programmes is available on the University webportal www.lpu.in for the use of general public. In addition to the above, the University also issues advertisements in newspapers about the admission of students to various programmes, appointment to the various posts and related purposes for information of General public. Information for various matters is also displayed on the Notice Board(s) at the campus.

XVI The names, designations and other particulars of the Public Information Officers

- a. Public Information Officer
Dr. (Mrs.) Monica Gulati, Registrar
Lovely Professional University,
Jalandhar - Delhi G.T. Road (NH-1),
Phagwara, Punjab (India) - 144402
- b. Appellate Authority
Prof. Vijay Gupta, Vice Chancellor
Lovely Professional University,
Jalandhar - Delhi G.T. Road (NH-1),
Phagwara, Punjab (India) - 144402

XVII Application for obtaining information under RTI Act

- a. A person, who desires to obtain any information admissible under the Act, shall make an application in Form 'A' to the Public Information Officer along with the fee.
- b. An application for obtaining any information under sub-section (1) of Section 6 shall be accompanied with a fee of rupees ten only.
- c. The fee may be paid by Crossed Bank Draft/Banker's Cheque/IPO or in cash in favour of Lovely Professional University payable at Jalandhar City.
- d. The applicant shall also submit a self addressed envelope duly stamped for supplying the information. Stamps on the envelope shall be affixed according the mode of supplying the information, as desired by the applicant i.e. through ordinary, registered or speed post.

FORM 'A'

To

The Public Information Officer
Lovely Professional University,
Jalandhar - Delhi G.T. Road (NH-1),
Phagwara, Punjab (India) - 144402

1.	Full name of the applicant	
2.	Father's/Spouse's name	
3.	Permanent Address	
4.	Correspondence Address	
	Particulars of information required	
5.	a. Subject matter of information	
	b. The period to which the information relates	
6.	c. Specify details of information required	
7.	d. Whether information is required by post or in person (The actual postal charges shall be Included in providing information)	
8.	e. In case by post (Ordinary, Registered or Speed post)	
9.	Is this information not made available under voluntary disclosure?	
	Do you agree to pay the required fee?	
	Have you deposited application fee? (If yes, details of such deposit)	
	Whether belongs to Below Poverty Line category? If Yes, have you furnished the proof of the same with application?	

Place:

Date:

Full Signature of the applicant and Address