

Information under Right to Information Act, 2005

Introduction (Basic Information under RTI Act, 2005)

Background of this Handbook	The Right to Information Act, 2005.
Objectives and purpose of this Handbook	To provide information about the University and sources of information
Users of this Handbook	General Public
Organization of the information in this Handbook	As per guidelines of the UGC University: The ICFAI University, Nagaland.
Definitions	University Act: The Institute of Chartered Financial Analysts of India University (Nagaland) Act, 2006 (Act No. 2 of 2006) Act : The Right to Information Act, 2005
Contact Person	Mr. Imsumeren Administrative Officer The ICFAI University Nagaland Behind Super Market, Near OCP (BSNL) Dimapur – 797 112, Nagaland Tel: 03862- 234816 Fax: 03862- 234815 Email: wazunger@yahoo.co.in

Information under Right to Information Act, 2005

1. The particulars of Organization, Functions and Duties

(a) Establishment August, 2008

The Institute of Chartered Financial Analysts of India University, Nagaland (hereinafter referred to as the University) was established under the provisions of the Institute of Chartered Financial Analysts of India University (Nagaland) Act, 2006 (Act No. 2 of 2006), vide Notification No. HE/9-2/2004 (Vol.1) dated 19.06.2008 of the Government of Nagaland. The University is sponsored by the Institute of Chartered Financial Analysts of India (Icfa), a not-for-profit educational society established in 1984 under the Andhra Pradesh (Telangana Areas) Public Societies Registration Act, 1350 Fasli (Act 1 of 1350F), with the objective of imparting training in finance and management to students, working executives and professionals in India.

The University believes in creating and disseminating knowledge and skills in core and frontier areas through innovative educational programs, research, consulting and publishing, and developing a new cadre of professionals with a high level of competence and deep sense of ethics and commitment to the code of professional conduct.

A number of educational programs are offered in management, finance, banking, insurance, accounting, law, information technology, arts, commerce, education and science & technology at bachelor's and master's levels on full-time campus and distance learning formats.

(b) **Mission and Objectives**

Mission

Learning for Leadership

The primary mission of the ICFAI University is to create a cadre of professional men and women who have been imparted specialized skills, who have learnt to consider problems from a broad perspective and who have acquired a heightened sense of moral and social responsibility that their future positions of leadership demand of them.

To achieve these goals, the University seeks to develop and instill in its students five key characteristics:

The overall perspective which helps the students view an organization in its totality and understand that organization's position in the environment in which it operates.

Analytical and integrative skills which help the students organize information that is clear and structured, leading to accurate definition of problems, generation of creative solutions and timely implementation of a chosen approach.

Technical and functional skills which collectively comprise of professional competence in the tools and functions of business.

Integrity which can be defined as the personal business ethics that make a conscientious and competent professional a true ethical citizen.

Ethical leadership to enable them to interact transparently with a diverse range of colleagues and competitors and lead ethically in a dynamic context with distinction.

**Our Mission is :
"Learning for Leadership".**

(c) Main activities/functions of the University

The 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 and related areas.

1. Full time PG Program

The MBA Program

The MBA Program of the University prepares the students with the skills, knowledge and strategic perspectives essential to the leadership of business anywhere in the world. The MBA Program is designed to provide both a portfolio of strong functional skills and the ability to apply, adapt and integrate those skills in different management settings.

Eligibility

- Graduation from any discipline with 45% and above aggregate marks.
- Final year degree students awaiting results.

Duration : Two years

Award

Successful students will receive the MBA degree from the University, subject to University regulations.

2. Full time UG Program

The BBA Program

The Bachelor of Business Administration (BBA) Program is a 3 year full-time program offered by the ICFAI University with a view to impart in-depth knowledge and broad understanding of the basics of management education. The BBA Program focuses on various areas of management education and prepares students for a career in management by enabling them to progress to MBA qualification in due course.

Eligibility

- Pass in 10+2 with aggregate 40% and above (any discipline).
- Final year 10+2 students awaiting results.

Duration : Three years

Award

Students who successfully complete the BBA Program will be awarded the 'Bachelor of Business Administration' Degree by the ICFAI University.

The BCA Program

The Bachelor of Computer Applications (BCA) Program is a 3 year full-time program offered at the ICFAI University, Nagaland with a view to impart in-depth knowledge and broad understanding of the basics of information technology. The BCA Program focuses on various areas of information technology and prepares students for a career in IT by enabling them to progress to MCA qualification in due course.

Eligibility

- Pass in 10+2 with aggregate 40% and above (any discipline).
- Final year 10+2 students awaiting results.

Duration : Three years

Award

Students who successfully complete the BCA Program will be awarded the 'Bachelor of Computer Applications' Degree by the ICFAI University.

3. Flexible learning Programs

UG DEGREE AND PG DEGREE PROGRAMS

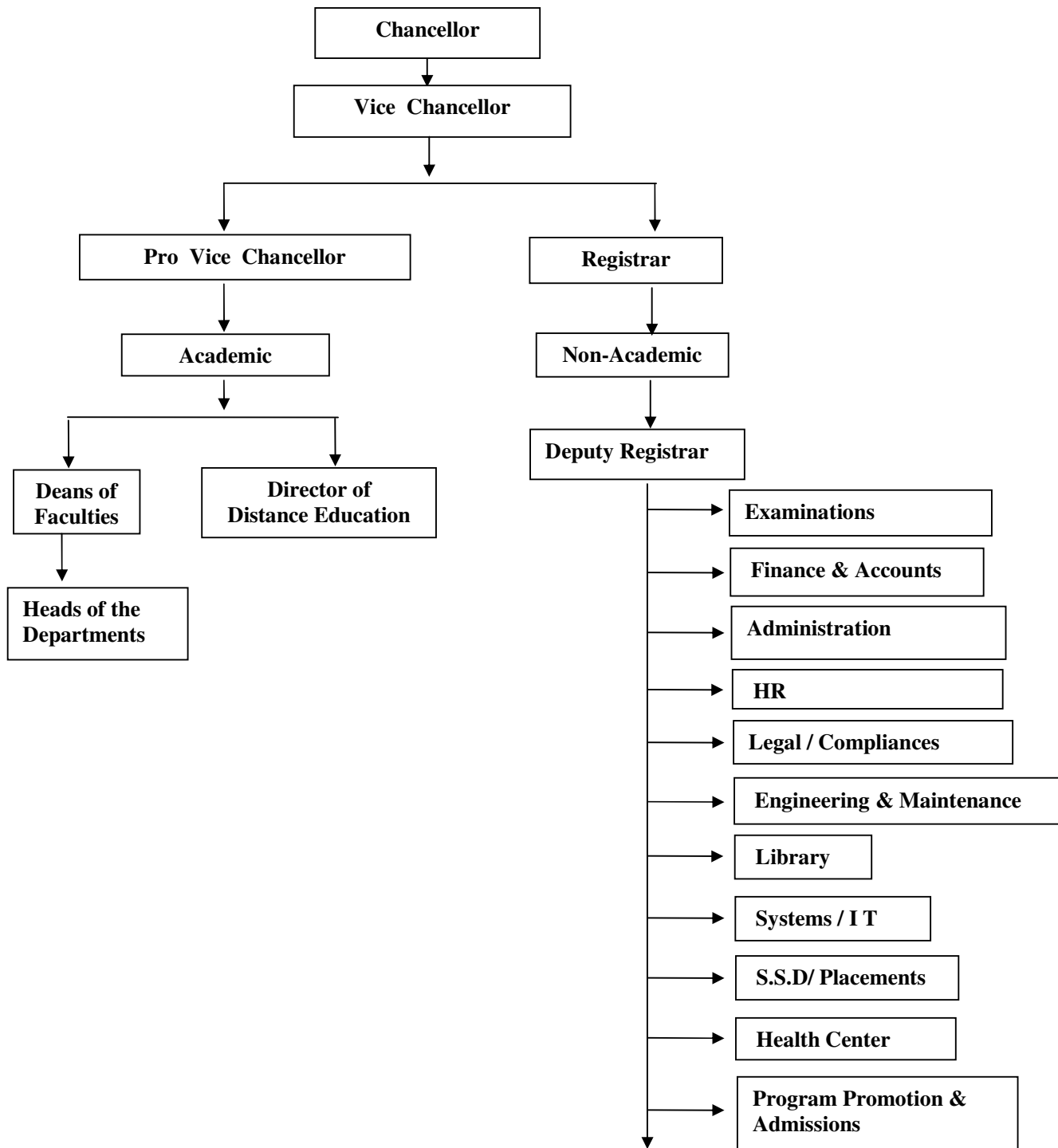
Bachelor Degree Programs

- B.B.A.
- B.S. (Banking)
- B.C.A.
- B.Sc.
- B.J.
- B.S. (Marketing)
- B.S. (Insurance)
- B.Com.
- B.G.L.
- B.S. (Finance)
- B.S. (Accounting)
- B.A.
- B.LSc.

Master Degree Programs

- M.Com.
- M.Sc.
- M.LSc.
- M.A.
- L.L.M.
- M.J.

(d). Organization chart



(e) Address of the University

The ICFAI University, Nagaland
Behind Super Market, Near OCP (BSNL)
Dimapur – 797 112, Nagaland

(f) University working hours

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

Information under Right to Information Act, 2005

2. The powers and duties of Officers and Employees

Officers of the University

(as per the University Act)

- 10 The following shall be the officers of the University:
- (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.
12. (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 there under.
13. (1) The Vice-Chancellor shall be appointed on such terms and conditions as may be prescribed by the statutes.
- (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 reappointment for not more than one other term.
- (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 the matter 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 authority concerned 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 and 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.
14. 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.
15. (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.
16. 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.
17. 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.
39. Notwithstanding anything contained in any other provisions of this Act and the Statutes,
- (a) The first Vice-Chancellor shall be appointed by the Chancellor and the said officer shall hold office for a term of three years;
 - (b) The first Registrar and the first Finance Officer shall be appointed by the Chancellor who shall hold office for a term of three years;

Information under Right to Information Act, 2005

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

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

Norms and standards for various programmes of the University are set by the respective Academic Committees which also monitor the various academic programmes, and in accordance with the guidelines prescribed by the various authorities.

Information under Right to Information Act, 2005

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 (Nagaland) Act, 2006

B. First Statutes

C. Rules

Authorities of the University

(as per the University Act)

18. 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.
19. (1) The Board of Governors shall consist of the following:
- (a) The Chancellor
 - (b) The Vice-Chancellor
 - (c) Four persons nominated by the Sponsor;
 - (d) Two representative of the State Government
 - (e) An educationist of repute to be nominated by the State Government;
 - (f) One Academician to be nominated by the Visitor.
- (2) The Chancellor shall be the Chairman of the Board of Governors.
- (3) The Registrar shall be the *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 may fix.
20. (1) The Board of Management shall consist of:
- (a) The Vice-Chancellor;
 - (b) The Registrar;
 - (c) Three persons nominated by the Sponsor;
 - (d) Two Deans of the faculties as nominated by the Chancellor;
 - (e) Two representatives 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.
- (4) The Board of Management shall meet as often as required.
21. (1) The Academic Council shall consist of:
- (a) The Vice-Chancellor - Chairman
 - (b) The Registrar - Secretary
 - (c) Such other members as may be prescribed by 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.
22. (1) The Finance committee shall consist of:
- (a) The Vice-Chancellor - Chairman
 - (b) The Registrar - Secretary
 - (c) The Finance Officer
 - (d) Such other members as may be prescribed in the Statute
- (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.
23. The Constitution, powers and functions of the other authorities of the University shall be such as may be prescribed.
24. 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 any authority.
39. Notwithstanding anything contained in any other provisions of this Act and the Statutes,
- (c) The first Board of Governors shall hold office for a term not exceeding three years;
 - (d) The first Board of Management, the first Finance Committee and the first Academic Council shall be constituted by the Chancellor for term of three years.

Information under Right to Information Act, 2005

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 (Nagaland) Act, 2006, First Statutes and Rules of the University.
- (b) ICFAI University Brochure/ Prospectus
- (c) Calendar of Programs
- (d) Library Books

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 University Act.

Information under Right to Information Act, 2005

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

Members	
01	Shri. N Vittal, IAS (Retd), Chancellor - Chairman
02	Dr.O P Gupta, Vice Chancellor
03	Dr. Prateep V Philip, IPS
04	Mr. V P Joy
05	Mr. A Sebastin
06	Mr. Nitin Ramesh Gokarn, IAS
07	Principal Secretary/ Commissioner & Secretary/ Secretary Dept. of Higher Education Government of Nagaland
08	Director, Higher Education Government of Nagaland
09	Mr. Pheluofhelie Keziezie
10	Secretary to the Governor Government of Nagaland
Ex - officio Secretary	
	Mr. C V Krishna Rao, Registrar

b) Board of Management

Members	
01	Dr.O P Gupta, Vice Chancellor - Chairman
02	Mr. C V Krishna Rao, Registrar - Secretary
03	Mr. J P Ramappa
04	Mr. B Balakrishnan
05	Mr. Sanjay Ramchandani
06	Dr A K Rao
07	Dr Nagendra Chowdary
08	Deputy Secretary, Department of Higher Education, Kohima
09	Deputy Director, Department Higher Education, Kohima

c) The Academic Council

Members		
01	Dr.O.P Gupta, Vice Chancellor	- Chairman
02	Mr.C V Krishna Rao, Registrar	- Secretary
03	Dr.G P Srivastava	
04	Dr. C P Alexander	
05	Dr. Bijan Roy	
06	Mr. M Bhaskar Rao	
07	Prof. Y K Bhushan	
08	Prof. Shirin Rathore	

d) The Finance Committee

Members		
01	Dr.O.P Gupta, Vice Chancellor	- Chairman
02	Mr.C V Krishna Rao, Registrar	- Secretary
03	Mr. K Venkateshwarlu, Finance Officer	
04	Ms. C Padmavathi	

The meetings of the Board of Governors, Board of Management, Academic Council, Finance Committee and Research 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.

Information under Right to Information Act, 2005

9. A Directory of Officers and Employees

Contact details of the Officers and Employees	The ICAI University, Nagaland Behind Super Market Near OCP (BSNL) Dimapur – 797 112 Nagaland Tel: 03862- 234686 Fax: 03862- 234685 Email: info@iunagaland.org
--	---

Administration

Sl No.	Name of the Officer	Designation
1	Dr. O.P.Gupta	Vice Chancellor
2	Mr. C.V. Krishna Rao	Registrar
3	Mr. K. Venkateshwarlu	Finance Officer
4	Mr. Debasish Chakraborty	Administrative Officer
5	Mr. Benrithung Jami	Development Officer
6	Ms. Zuchano Jami	Student Advisor
7	Ms. R.C. Arenla Tzudir	Assistant Accounts Officer
8	Ms. Moalemla Ao	Assistant Librarian
9	Mr. Imsumeren	Administration Officer
10	Mr. Temjenjungshi Sangtam	Assistant Administrative Officer
11	Mr. Petevizo Angami	Executive (Development)

Faculty

Sl. No	Name	Degrees
1	Dr. C.P.Alexander	MA, (Philosophy) M.Phil (Psycho Analysis) PhD (Psycho Therapy) MD (Homeo) PGDHH
2	Mr Rangalal Mohapatra	MA (Eco.)
3	Mr. Rupanka Bhuyan	M.C.A. 'A' Level STC (Embedded systems)
4	Ms. Azono Khatso	MA (Eng.)
5	Mr. Pankaj Deb	M. Com, ADCA
6	Ms. Wapangsenla Imchen	MBA
7	Mr Chanthungo Murry	MCM
8	Ms. Vindhya Sagar	MBA
9	Mr. Sumanta Mahapatra	MA (Eco),M. Ed
10	Ms. Imlienla Jamir	MA (Eng)
11	Tsutilong	M.Com, PGDBM
12	Santosh Kumar	M.Com

Information under Right to Information Act, 2005

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, wherever applicable.

The following are the pay scales currently in force in the University:

1300-25-1600-30-1900	7500-250-12000
1650-30-1950-40-2350	8000-275-13500
2100-40-2500-50-3000	10000-325-15200
2450-50-2950-60-3550	12000-375-18000
2900-60-3500-75-4400	14300-400-18300
3500-75-4250-100-5250	16400-450-20000
4500-100-5500-150-7150	18400-500-22400
5600-150-6800-200-8800	21000-600-24600
6500-200-10500	23000-750-27500

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

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

Budget for the year 2009-10

Proposed Revenue Expenditure for the year 2009-10

(Rs. lakhs)	
EXPENDITURE	
Academic Expenses	22.00
Admission & Enrollment Expenses	2.00
Human Resource Expenses	61.00
Building Rent and Maintenance	11.00
Printing and Stationery	1.00
Postage and Courier	0.60
Travelling and Conveyance	2.00
Telephone/Email Expenses	1.50
Water and Electricity	1.00
Magazines and Periodicals	0.50
Subscriptions	0.50
Other Administration Expenses	6.00
Fee Concession / Merit Scholarship	12.00
Audit Fee and Professional Charges	0.50
Board Meeting Expenses	3.00
Depreciation	2.70
Total Expenditure	127.30

Proposed Capital Expenditure for the year 2009 -10

Particulars	Rs. lakhs
Furniture and Fixtures	4.00
Office Equipments	2.00
Library Books	6.00
Other Infrastructure	2.00
Total Capital Expenditure	14.00

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.

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

Scholarships:

Rules and regulations for Financial Assistance

- i. The Registrar shall cause the rules for the fixation of fee and rules for the grant of scholarships to be made, and present the same for approval of the Board of Governors at the earliest opportunity.
- ii. 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.

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

In addition to the merit scholarships given by the University, the students of the University have been receiving Post Metric Central Scholarship from Government of Nagaland through Directorate of Higher Education.

The first batch of 07 students of the Year 2007-08 have received the scholarship vide Order No HED/SCH/A/2/2007-08 of April 2008 of the Directorate of Higher Education, Government of Nagaland.

Further, 37 students of year 2008-09 are awaiting orders of the Government of Nagaland announcing the scholarships and 1 student from Government of Assam.

The Institute of Chartered Financial Analysts of India University, Nagaland
Behind super Market, Near OCP (BSNL), Dimapur-797 112, Nagaland
Tel: 03862-234685/ 86 Website: www.iunagaland.edu.in

Information under Right to Information Act, 2005

- 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 are available on the website, and E-prospectus

www.iunagaland.edu.in

- 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.iunagaland.edu.in for public.

Information under Right to Information Act, 2005

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

APPELLATE AUTHORITY

Dr. C.P.Alexander

Center Head
The ICAFI University
Behind Super Market, Near OCP (BSNL)
Dimapur - 797112
Nagaland
Email: info@iunagaland.org

PUBLIC INFORMATION OFFICER

Mr. Imsumeren

Administrative Officer
The ICAFI University
Behind Super Market, Near OCP (BSNL)
Dimapur - 797112
Nagaland
Email: info@iunagaland.org

ASSISTANT PUBLIC INFORMATION OFFICER

Mr Temjenjungshi

Assistant Administrative Officer
The ICAFI University
Behind Super Market, Near OCP (BSNL)
Dimapur - 797112
Nagaland
Email: info@iunagaland.org

Information under Right to Information Act, 2005

- 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, updated from time to time.

www.iunagaland.edu.in

- 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.