



# **INFORMATION HANDBOOK**

**Issued Under**

**The Right to Information Act 2005  
(enacted by Indian Parliament)**

**No. 22 of 2005  
[Section 4(1)(b)]**

**KUVEMPU UNIVERSITY, SHANKARGHATTA – 577 451  
Shimoga District, Karnataka State.**

**KUVEMPU UNIVERSITY, SHANKARGHATTA**

**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b) OF  
THE RIGHT TO INFORMATION ACT, 2005**

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## **INTRODUCTION**

The Right to Information Act 2005 (Act No. 22 of 2005) provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of each public authority.

Section 2(h) defines “public authority” as follows:

(h) “public authority” means any authority or body or institution of self-government established or constituted-

- (a) by or under the Constitution;
- (b) by any other law made by Parliament;
- (c) by any other law made by State Legislature;
- (d) by notification issued or order made by the appropriate Government.

and includes any-

- (i) body owned, controlled or substantially financed;
- (ii) non-Government organisation substantially financed.

Section 2(i) defines “record” which includes-

- (a) any document, manuscript and file;
- (b) any microfilm, microfiche and facsimile copy of a document;
- (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (d) any other material produced by a computer or any other device.

Further, as per Section 2(j) “right to information”

(j) “right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to-

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

Section 4(1)(b) requires every public authority to provide as much information SUO MOTO to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to the use of this Act to obtain information. The sub section 4(1)(b) provides for publication of information broadly mentioned under headings (i) to (xvii). In compliance with these provisions, this Information Handbook is published about Kuvempu University. The information is also available at University website [www.kuvempu.ac.in](http://www.kuvempu.ac.in)

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Kuvempu University and related information.

This Information Handbook is divided into 17 manuals.

Subsection 4(1)(b)(xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to the University.

**REGISTRAR & PUBLIC INFORMATION OFFICER  
KUVEMPU UNIVERSITY.**

**MANUAL-1**  
**Section 4(1)(b)(i)**

**Particulars of organisation, functions and duties:**

**Objectives:-**

- To develop and maintain the educational institutions coming under the jurisdiction of Kuvempu University dedicated to organisation, conduct and promotion of educational pursuits for under-graduate and post-graduate studies.
- To initiate, sustain and promote research in the various faculties of studies in the University.
- To undertake endeavors calculated to subserve the above objects.

**Vision Statement:**

**Core Values of Kuvempu University**

- Global Outlook - Regional Focus
- Commitment to Equity and Social Justice
- Conservation of Natural Resources and Cultural Heritage
- Humanism and Holistic View

**VISION**

Kuvempu University shall strive to become an International Centre of Excellence in teaching and research to provide high quality value-based education to all through various modes to meet the global challenges.

**MISSION**

Foster creativity in teaching, learning and research to build a knowledge base and promote quality initiative. Provide access to education to all. Develop human resources to meet the societal needs.

**Brief history:**

Kuvempu University is an affiliating type of University, was established in 1987 through an amendment Act No. 25 of 1987 of Karnataka Legislature by amending KSU Act, 1976.

It is a University with a distinctive academic profile, blending in itself commitment to rural ethos and a modern spirit. It has 59 Post-Graduate departments of studies in the faculties of Arts, Science, Commerce, Education and Law. The University has 134 affiliated colleges under its jurisdiction spread over 4 districts of Shimoga,

Chitradurga, Chikmagalur and Davangere. It also has four constituent colleges and outlying regional Post-Graduate Centers at Davangere and Shimoga.

The academic life on the campus is vibrant and exciting with seminars, symposia, special lectures and workshops throughout the year. Both the conventional and non-conventional Courses of studies have updated its syllabi responsive to the needs of the contemporary society and the research orientation is innovative, original and directed to societal needs. The main campus is in the lap of a lush, picturesque locale providing the right ambience for University education. Indeed, Kuvempu University is a place one would love to be associated with.

## **UNPOLLUTED AND SERENE: THE LOCATION**

Jnana Sahyadri, the main campus of Kuvempu University is located at Shankaraghatta at a distance of 25 kms. from Shimoga town, the district headquarters and 18 kms. from Bhadravathi, the well-known industrial town. The campus is only 2 kms. from the magnificent Bhadra Reservoir across the river Bhadra, one of the important life lines of the area. The main buildings of the University have been constructed on a small hillock, thus blending naturally with the landscape. The campus sprawls over an area of 230 acres. The entire campus area is free from any form of pollution including noise pollution. There is no exaggeration in saying that the undisturbed and pleasing atmosphere on the campus makes it ideally suited for the pursuit of higher education. The main campus can be reached by using the private bus service. Shimoga, Bhadravathi and Tarikere towns are close to the campus and are well connected by rail.

## **LOCATION OF DEPARTMENTS AND THE OFFICE**

The Administrative Building on the main Jnana Sahyadri campus houses almost all the offices of the University including the office and secretariat of the Vice-Chancellor and the Registrar. The establishment, academic, finance section, examination branch and directorate of distance education are located in the four wings of the ground floor and the first floor of the building. All these offices are fully computerized. For the convenience of students, a regional office of Examination branch of the University is being functioning at a building located opposite of Sahyadri College Campus in Shimoga.

The academic block on the main campus houses the Post-Graduate departments of studies in English, Political Science, Hindi, MSW, Economics, Sociology, Journalism & Mass Communication, Physical Education, Urdu, Sanskrit & English Language Teaching. The Department of Library & Information Science is in the new library building. New faculty building for Computer Science houses the Department of Mathematics, Computer Science, M.C.A., M.Tech.(Industrial Mathematics) and Electronics.

The Science Block houses the Post-Graduate departments of studies in Physics, General Chemistry, Industrial Chemistry and Biochemistry. A new block of Biosciences to house the departments of Biotechnology, Bioinformatics, Environmental Sciences, Applied Botany, Microbiology and Applied Zoology, Water Harvesting & Water Management to facilitate interdisciplinary studies and research in Biosciences has been constructed and occupied.

The Museum building near the administrative building houses the Post-Graduate departments of studies in History and Archaeology, Master of Tourism and Heritage studies, Kannada Bharati. Kannada Department is shifted to a new building in front of Museum building.

The Departments of Applied Geology, M.Com. and M.B.A. are housed in separate buildings.

The Post-Graduate departments of studies in Commerce, Economics, Business Administration, Biochemistry, Microbiology, Food & Nutrition Technology, Accounting & Financial Analysis are located at Shivagangothri campus of Post-Graduate centre at Davangere.

From the academic year 2003-04, five year Integrated Courses in Applied Physics & Applied Chemistry were started at Sahyadri Science college, Shimoga.

A large number of new, innovative and service oriented Courses were started from 2003-04 to train professionals to meet emerging demands in the service sector. The details are provided in the profiles of the departments.

The Library is housed in a fully equipped building which offers all the required facilities to the users including latest information technology facilities such as digital library & common internet facility.

#### **POST GRADUATE CENTRE, DAVANGERE**

The Shivagangothri campus located at Tholahunase 8 kms. from Davangere houses the Post-Graduate departments of Commerce, Business Administration, Biochemistry, Microbiology, Economics, Food & Nutrition Technology, Tourism Administration and Accounting & Financial Analysis. The campus of 73 acres has an attractive administrative building as well as two separate hostels for boys and girls. Davangere is an important educational, commercial and industrial town in the State, very well connected by the national highway and rail.

#### **DIRECTORATE OF DISTANCE EDUCATION**

Offering higher education through Distance Education is another important step taken by Kuvempu University so as to help students in pursuing Post-Graduate studies. The necessity of this was felt by the University when a large number of students interested in taking Post Graduate Course could not be accommodated in the regular P.G. Programmes.

The Distance Education Course are also a part of the University's outreach programs to foster university-society relationship with the motto "Education for All". The objective is to take quality education to the doorsteps of individuals who want to pursue higher education, for dropouts who could not take up regular education, housewives and employees who want to improve and enhance their education. At present it has reached every nook & corner of the country and more than 15000 students are registered with D.D.E. for various courses.

### **Duties of the University:**

To conduct academic programmes for the preparation of under-graduate and post-graduate examinations in various faculties available in Kuvempu University, and to undertake activities that are contributory to this object.

### **Main activities/ functions of the University include:**

- To conduct research in various branches of learning available in the University.
- To conduct designated courses and examinations and facilitate students through regular as well as distance mode.
- To facilitate to conduct of add-on courses of duration shorter than the regular ones.
- To undertake various activities so as to supplement the efforts of research and teaching for various degrees and diplomas. This would also include conferring honorary degrees and cooperation with other Universities/ other institutions/ other bodies.
- To establish specific research centres for specialized studies and research in any branch of learning.
- To take action for institution, maintenance and extension of awards, fellowships, scholarships, prizes etc.
- To maintain colleges and halls of residence.
- To affiliate colleges coming under the jurisdiction of Chitradurga, Chikmagalur, Shimoga & Davangere districts in all faculties - except Engineering, Medical, Pharmacy, Agriculture & Nursing colleges.

### **Services being provided by the University:**

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

- The University offers facilities for pursuing under-graduate courses in arts, science, commerce, engineering, law, education and fine arts through its constituent and affiliated colleges.
- The University offers facilities for pursuing post-graduate courses and research in arts science, commerce, engineering, law education and fine arts through its Post-graduate departments of studies coming under various schools, centres, campuses established by it.
- The University may undertake various research /special studies/projects especially financed for this purpose by external agencies/bodies other than the Kuvempu University.

### **Organizational chart of the University Authorities Administrative chart:**

The organisational charts of University Authorities and Administration

The organisational charts of the University Authorities and Administration are shown as annexure I and II. The Directory of the Officers of the University is shown as annexure-III.



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

The University expects objective and considered support from citizens of the country 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 is through nomination of people from various walks of public life on its various administrative bodies, viz, the Syndicate and the Academic Council under the extant provisions specified in the Karnataka State Universities Act, 2000 and also the Statutes, the Regulations and Ordinances of the University. People from public life are invited to the faculties in their relevant fields of specialization.

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

- Management of the various activities of the University are supervised by the Vice-Chancellor and through the designated University authorities and procedure. Monitoring of the over all affairs of the University is through the Syndicate, Academic Council & Finance Committee.

## **Officers of the University:**

The following shall be the officers of the University, namely; -

- (a) The Chancellor;
- (b) The Pro-Chancellor;
- (c) The Vice-Chancellor;
- (d) The Registrar;
- (e) The Registrar; (Evaluation)
- (f) The Deans;
- (g) Librarian;
- (h) The Finance Officer;
- (i) The Director of Planning, Monitoring and Evaluation Board;
- (j) The Director of Students Welfare;
- (k) The Director, College Development Council;
- (l) The Director of Physical Education;
- (m) Such other officers of the University as the Chancellor may, on the recommendation of the State Government from time to time, designate.

## **Working hours of the University:**

**Office hours:** 10.00 a.m. to 5.30 p.m. (Monday to Saturday except second Saturday & general holidays)

**MANUAL 2**  
**Section 4(1)(b)(ii)**

**Powers and duties of the Officers and employees:**

The Vice-Chancellor is the Chief Executive Officer of the University. He is responsible for appropriate administration, organization, instruction and management of affairs of the University. The powers of the University are as stipulated in Section 4 of KSU Act, 2000. Powers of other authorities like the Syndicate, the Academic Council, the Finance Committee and the Faculties are specified under Sections 29, 31 and 32(3) of the said Act. Provisions regarding the powers and duties of the officers are mentioned in sections 15, 17(3), 18 and 19 of KSU Act, 2000 and also the Statutes framed in each of the above provision of the said Act. In General, all the employees work to fulfill the objectives & tasks set apart for the University.

**MANUAL 3**  
**Section 4(1)(b)(iii)**

**Procedure followed to take decision on various matters:**

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

Different sections of the University namely, the Examination branch, the College Development Council, the Distance Education, the H.R.M, the Academic, the Development, the Finance, the Authorities and the Estate Sections function to perform set roles as per well laid out procedures and also following Government Rules, wherever applicable. The officers of the University and the Vice-Chancellor take most of the decisions and seek the approval of the Syndicate, the Academic Council and the Finance Committee, whenever required under rules and regulations of the University.

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

**Norms set by the University for the discharge of its functions:**

Norms and standards for various activities of the University are set by the competent authorities such as the Government, the Syndicate, the Academic Council, the Finance Committee and monitoring and Evaluation Board which monitors the progress and achievements of the University.

The Syndicate has the authority over management of the finances, property and all administrative affairs of the University.

The Academic Council (AC) is the Academic Body of the University. Subject to the provisions of the KSU Act, 2000, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and research and examination of the University and other academic matters.

The Syndicate, being the supreme authority of the University, has the power to review the acts of all officers. A report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet, as audited, and the financial estimates is presented to the Syndicate at its annual meeting.

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

**Statutes, Rules, Regulations and instructions used:**

- Statutes of the University as contemplated in Section 40 and 41 of the KSU Act, 2000.
- Ordinance of the University as contemplated under Section 41 and 42 of the KSU Act, 2000.
- Regulations/ instructions for admission, recognition of examinations and equivalence of degrees regarding all the courses (under-graduate/post-graduate/research), courses of studies, as contemplated in Section 44 of KSU Act, 2000.
- University Non-teaching Employees C & R Rules, as contemplated under Section 41 of KSU Act, 2000.
- Various rules/instructions concerning personnel management for the teaching and non-teaching staff working in the University.
- Fundamental Rules and Supplementary Rules of Government of Karnataka 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:**

The following documents are printed and published from time to time.

- Proceedings of the Syndicate, Academic Council and Finance Committee. Various Admission brochures.
- University Academic Calendars for UG as well as PG Courses.
- Annual Report of the University.
- Annual Budget Estimates.
- Audit reports.

**NB:** Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of various authorities until these are printed, will remain confidential and not available in the public domain.

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

**Mode of public participation:**

Various statutory bodies of the University, namely the University Syndicate and the Academic Council comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

**Composition of Syndicate, Academic Council & Finance Committee are as follows:**

**COMPOSITION OF THE SYNDICATE**

- (1) The Syndicate shall consist of the following Members, namely:-
- (a) the Vice-Chancellor;
  - (b) the Commissioner for Collegiate Education or his nominee not below the rank of a Joint Director;
  - (c) the Director of Technical Education or his nominee not below the rank of a Joint Director;
  - (d) One Dean nominated by the Vice-Chancellor for a period of one year by rotation according to seniority.
  - (e) Two members nominated by the Chancellor from among eminent educationists, or persons from Commerce, Banking, Industry or other professions;
  - (f) Four Principals of affiliated Colleges nominated by the Vice-Chancellor for a period of one year by rotation in the order of seniority, of whom one shall be a woman Principal.
  - (g) Six persons nominated by the State Government from amongst eminent educationists of whom,-
    - (i) one shall be a person belonging to the Scheduled Castes or the Scheduled Tribes;
    - (ii) one a person belonging to the Other Backward Classes;
    - (iii) one a Woman;
    - (iv) one a person belonging to Religious Minorities, and
    - (v) two others;

Provided that no person who is in the employment of an affiliated college or in the University in whatever capacity shall be eligible for nomination.

- (h) One Person who is a Professor of Post-Graduate Studies nominated by the Vice-Chancellor with approval of State Government for a period of one year by rotation in the order of seniority.
- (i) the Director of Medical Education or his nominee not below the rank of Joint Director;
- (j) the Commissioner for Public Instruction or his nominee not below the rank of Joint Director;
- (k) the Director of Pre-University Education or his nominee not below the rank of Joint Director.

## COMPOSITION OF THE ACADEMIC COUNCIL

- (1) The Academic Council shall consist of the following members, namely:-
- (i) The Vice-Chancellor;
  - (ii) The Commissioner for Collegiate Education or his nominee not below the rank of Joint Director;
  - (iii) The Director of Technical Education or his nominee not below the rank of Joint Director;
  - (iv) One Member of the Karnataka Legislative Assembly in respect of each district falling within the University area, nominated by the Speaker Karnataka Legislative Assembly;
  - (v) Two Members of the Karnataka Legislative Council nominated by the Chairman, Karnataka Legislative Council;
  - (vi) Ten Principals of affiliated colleges nominated by the Vice-Chancellor for a term of two years by rotation in the order of seniority.
  - (vii) Three eminent persons representing Industry, Commerce, banking or any other profession based within the territorial jurisdiction of the University nominated by the State Government for a term not exceeding three years.
  - (viii) Five Professors of the Department of the University nominated by the Vice-Chancellor, by rotation in the order of seniority each for a term of two years.
  - (ix) Five Deans of the Faculties nominated by the Vice-Chancellor by rotation in the order of seniority each for a term of two years.
  - (x) Six students to be nominated by the Vice-Chancellor for a period of two years of whom One shall be a Student of a Degree Course, one, a Student of a Post-Graduate Course, one, a student of a Professional Course, one, a candidate of the National Cadet Corps, one a candidate of the National Social Service, one sports candidate on the basis of merit and of them so atleast one shall be a woman and one Research Student.

Provided that no student shall be eligible for nomination,-

- (a) unless his name appears on the rolls of the University or a college affiliated to the University;
  - (b) unless he is following a course in the University or a college affiliated to the University leading to a degree or a Post-Graduate degree or Post-Graduate diploma of the University;
  - (c) if he is studying in a morning college or an evening college or having examination as an external candidate or through correspondence courses;
  - (d) if he has failed to complete a course in six years:
- (xi) Six persons nominated by the State Government for a term of three years from amongst eminent educationists of whom one belonging to the Scheduled Castes or the Scheduled Tribes; one belonging the Other Backward Classes, one representing the Women, one representing the religious minority and two representing others;
  - (xii) The Librarian;
  - (xiii) The Director of Students Welfare;
  - (xiv) The Director of Planning Monitoring and Evaluation Board;
  - (xv) The Director of the College Development Council;
  - (xvi) The Director of Physical Education;
  - (xvii) The Registrar (Evaluation)
  - (xviii) The Registrar - Member Secretary.



Provided that no person who is in the employment of an affiliated college or in the University in whatever capacity shall be eligible for nomination.

### **COMPOSITION OF THE FINANCE COMMITTEE**

- (1) There shall be a Finance Committee consisting of the following members, namely:-
- (i) The Vice-Chancellor;
  - (ii) The Secretary to Government in charge of Finance Department or his nominee not below the rank of a Deputy Secretary;
  - (iii) The Secretary to Government incharge of Higher Education or his nominee not below the rank of a Deputy secretary;
  - (iv) The Secretary to Government incharge of Planning Department or his nominee not below the rank of a Deputy Secretary;
  - (v) One Member nominated by the Syndicate;
  - (vi) One Member nominated by the Academic Council;
  - (vii) The Registrar;
  - (viii) The Registrar (Evaluation);
  - (ix) The Finance Officer, Member - Secretary.

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

#### **Boards, council, committees or other bodies are constituted:**

The minutes of meeting of these boards can be made accessible to the public.

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

**Directory of officers and employees:**

**Annexure-III**

<b>OFFICERS</b>		<b>PHONE NUMBERS</b>
01	The Vice-Chancellor	08282 - 256222
02	The Registrar	08282 - 256221
03	The Registrar (Evaluation)	08282 - 256166
04	<b>THE DEANS OF FACULTIES</b>	
	The Faculty of Arts	08282 - 256353
	The Faculty of Commerce	08192 - 208424
	The Faculty of Education	08282 - 257129
	The Faculty of Engineering	08192 - 250716
	The Faculty of Law	08182 - 272228
	The Faculty of Science & Technology	08282 - 256251
05	Librarian	08282 - 256229
06	The Finance Officer	08282 - 256259
07	The Director of P.M.E Board	08282 - 256301, 302, 307
08	The Director of Students Welfare	08282 - 256301, 302, 303, 304
09	The Director of C.D.C.	08282 - 257299
10	The Director of Physical Education	08282 - 257129
11	The Director, D.D.E.	08282 - 256450
12	The Director, SC/ST Cell	08282 - 256329
13	The Director, Prasaraanga	08282 - 256465
14	The Director, P.G. Centre, Davangere	08192 - 208420
15	<b>THE DIRECTOR OF SCHOOLS</b>	
	Prof. T.N. Shankaranarayan, Director, School of Languages, Literature & Fine Arts	08282 - 256210
	Prof. Rajendra Chenni, Director, School of Social Science	08282 - 256353
	Prof. B. Bakkappa, Director, School of Economics	08192 - 208420
	Prof. C.S. Bagewadi, Director, School of Physical Sciences	08282 - 257310
	Prof. P. Vasudeva Nayak, Director, School of Chemical Sciences	08282 - 256308
	Prof. B. Abdul Rahiman, Director, School of Bio Sciences	08282 - 256235
	Prof. E.T. Puttaiah, Director, School of Earth Sciences & Environmental Science	08282 - 256251
	Prof. T.S. Sathymurthy, Director, School of Law	08182 - 272228
	Prof. T.N. Shankaranarayana, Director (Incharge), School of Education	08282 - 256210 or 257129

**Note:** Deans of various Faculties and Directors of P.G. Schools are nominated once in two years. Therefore the above phone numbers of Deans of Faculties and Director of Schools may change from time to time. In such cases the public may contact the P.A. to Registrar at 08282 – 256221.

**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 as prescribed by the University Grants Commission, AICTE and Government of Karnataka.

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

**Budget allocated to each agency:**

The budget and the financial estimates are got prepared by the Syndicate and approved by the Finance Committee and further approved by the Academic Council and printed in book form. This is accessible to the public.

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

**Manner of execution of subsidy programmes:**

Not applicable to the University.

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

**(a) Concessions granted by the University:**

Various concessions that are available to various categories of students in admission to various courses are given in the prospectus. Special concessions are given to students belonging to SC/ST and all Minority Categories.

**Admission**

The University follows centralized system of admission by counselling to the P.G. Courses of the University. Admission to the different PG Courses in the University is guided by rules and regulations framed by the University. The following are some of the relevant rules and regulations. However, in all matters the rules for the guidance of students existing at the time of admission shall be operative.

**Eligibility for Master Degree Programme**

1. Candidates who have passed the three year/four year degree examinations of this University or of any other University considered as equivalent thereto, with the required major/optional subjects at the degree level shall be eligible for admission, provided they satisfy the requirements as per regulations. The minimum percentage of marks in the cognate subjects (all the 3 years/4 years put together) shall be :
  - (a) 45% in the case of candidates under General Merit, children of freedom fighters, children/dependents of defence personnel, Categories II-A, II-B, III-A, III-B, NCC and NSS.
  - (b) 40% in the case of candidates belonging to Category-I, Sports and Physically handicapped.
  - (c) 35% in the case of candidates belonging to SC & ST Categories

**Note:** Admission Eligibility for MB Admission Eligibility for MB Admission Eligibility for MB Admission Eligibility for MBA, MCA & M.Tech.

The Eligibility criteria for admission to MBA, MCA & M.Tech courses is as per the Eligibility criteria prescribed by the V.T.U., Belgaum.

In case of candidates seeking admission to First year M.Com, only the percentage of marks obtained at final year B.Com./B.B.M. shall be considered for determining eligibility of the candidates. Hence, the candidates have to enclose the marks statements of all the years of B.Com./B.B.M. Courses. Similarly admission to I year LL.M. shall be based on the percentage of marks obtained at Final Year LL.B. only.

Candidates seeking admission to M.A. in Kannada, English, Hindi, Urdu and Sanskrit on the basis of marks obtained in the obtained in the relevant language subject

shall have secured in corresponding language 10% more marks than the minimum prescribed for the category under which they are to be admitted.

2. The domiciled candidate should have resided in the state of Karnataka for at least 10 years at any time prior to the date of application. This condition does not apply in the case of
  - a) Children of officers of All India Services of Karnataka Cadre.
  - b) Children of employees of the govt. of Karnataka and children of employees of Kuvempu University.
  - c) Children of Central Government employees serving in the state of Karnataka.
  - d) Students who have graduated from Kuvempu University.
  - e) Students who come under certain categories of reservation described in the para 4 (a) to (i).
  - f) Children from state of Jammu & Kashmir & North-East states, subject to certain conditions.
3. The intake for different departments has been fixed as shown in sections pertaining to individual departments in the Prospectus. The seats thus made available in each department are allotted to various categories as shown in the Prospectus. This has been done in accordance with the existing reservation policy of the Karnataka Government. However, the intake can be altered by the University at its discretion. However, the intake, can be increased/ reduced at the discretion of the University at any time depending upon circumstances.

#### **4. Reservation Categories**

- a) 'Other University' Candidates are admitted based on merit fixed as per seat matrix. From Academic year 2006-2007, 50% seats are reserved for students of Kuvempu University, 40% seats for students of other Universities in the State and 10% seats for students of other states.
- b) **Foreign Students:** 15% supernumerary can be created in every department of studies to accommodate foreign students. Out of this 5% seats shall be earmarked for the students of Indian workers in the Gulf as per the direction of the Government and after approval by the Vice-Chancellor in consultation with the Selection Committee of the concerned subject.
- c) Defence/ Personnel/ Dependents: One seat in each course for defence personnel / dependant the seat shall be allotted to candidates in below priorities.
  - (i) Widows/ Wards of Defense personnel killed in action.
  - (ii) Wards serving personnel and ex-servicemen disabled in action.
  - (iii) Widows/ Wards of Defense who died in peace time with death attributable to military service.
  - (iv) Wards of ex-servicemen personnel and serving personnel who are in receipt of Gallantry awards.
  - (v) Wards of ex-servicemen.
  - (vi) Wards of serving personnel
- d) Children Freedom Fighters: One seat in each course of study for the children of freedom fighters. Dependents of freedom fighters are not eligible in this category.

- e) One seat each for NCC/NSS: NCC seats shall be given to candidates who possess at least “B” certificate and have participated in recognised NCC activities. The merit list shall be prepared based on the participation of the candidate in various events of the NCC/NSS.
- f) One seat for an outstanding Sportsman who has represented Kuvempu University or Karnataka State or India in any inter University, interstate or International sports or games event during his/ her graduation period as applicable.
- g) Orthopedically handicapped persons: One seat for an orthopedically handicapped person who suffers from any physical defect or deformity, significantly impaired functioning of bones, muscles and joints, to more than 50% of their normal capacity. A certificate in support of the handicap, signed by the district surgeon should be enclosed with the application.
- h) Reservation of seats in favour of Scheduled castes and Scheduled tribes and other Socially and Educationally backward classes as notified by the Government of Karnataka under categories I, II-A, II-B, III-A, III-B in accordance with Government order number SWL 251 BCA 94 dated 31st Jan 1995 and as amended from time to time.
- i) Reservation of seats for Kannada medium students: 05% of seats shall be reserved horizontally for allotment to candidates who have studied in Kannada medium in accordance with Government order number ED 91 URC 2002, Bangalore dated 31st July 2002 and as amended from time to time.
- j) Certain admissions to the students from the States of Jammu & Kashmir and Bhutan shall be considered based on the recommendations of the UGC.
- k) Encouragement to talent in Extra Curricular Activities: One seat in each department is earmarked over and above the intake fixed, for the outstanding students who have excelled in ECA. The admission to this seat shall be as per guidelines finalised by the University.

Any candidate to be considered for admission under categories from (a) to (i) must have secured the minimum percentage of marks prescribed for the respective category at the qualifying examination in the concerned subject.

### **Merit cum Payment seats**

To facilitate the entry of more students to Universalise the character of the University, a decision has taken by the University to provide certain seats under Merit cum Payment category. The seats under such category are indicated in the seat matrix. 3 seats under merit cum payment are reserved for SC/ST and children of Kuvempu university employees. Out of the balance seats, 50% seats are reserved for the students coming from outside the University jurisdiction within the State and the balance 50% seats for the students coming from others States. However, these categories are interchangeable. Candidates whose names are in the consolidated list of eligible candidates are eligible to apply under the payment category also. Candidates who would like to be considered under this category should fill in the declaration in the application form.



- NB:**
1. The above reservations may vary with any decision taken by the University or directions from the Government of Karnataka.
  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 as authorised by the competent authorities of the Government of India.

**MANUAL 14**  
**Section 4(1)(b)(xiv)**

**Information available in electronic form:**

All the manuals as well as the University Calendars and relevant rules of the University are available on the University website – [www.kuvempu.ac.in](http://www.kuvempu.ac.in)

**MANUAL 15**  
**Section 4(1)(b)(xv)**

**Means, methods and facilities available to citizens for obtaining information:**

Through the notice boards, relevant brochures, Budget estimates, Annual Report, University Calendars and various other rules are available in print as well as on the Website - [www.kuvempu.ac.in](http://www.kuvempu.ac.in)

Some of the publications (University Calendar, syllabus of various courses offered in the university/colleges etc.) are printed and can be obtained from the University by paying the stipulated amount.

Unpriced information is disseminated to the general public occasionally through press releases, advertisements etc. These are available on the University website – [www.kuvempu.ac.in](http://www.kuvempu.ac.in)

**MANUAL 16**  
**Section 4(1)(b)(xvi)**

**Public Information Officer:** [as per Section 5(1)]

- The Registrar, Kuvempu University, Jnana Sahyadri, Shankarghatta.  
**Phone No.** 08282 - 256221 (Off.) **e-mail** - registrar@kuvempu.ac.in

• **Assistant Public Information Officers of the University**

<b>OFFICERS</b>		<b>PHONE NUMBERS</b>
01	The Registrar (Evaluation)	08282 - 256166
02	All Deans	Numbers in Directory of Officers.
03	University Librarian	08282 - 256229
04	Finance Officer	08282 - 256259
05	Director of Student Welfare	08282 - 256301, 302, 303, 304
06	Director, College Development Council	08282 - 257299
07	Director, Physical Education	08282 - 257129
08	Director, Directorate of Distance Education.	08282 - 256450
09	Director, Prasaranga	08282 - 256465
10	Director, Dr.B.R.Ambedkar Research & Study Centre.	08282 - 256254
11	Director, Adult & Continuing Education	08282 - 257123
12	Director, P.G. Centre, Davangere	08192 - 208420
13	Convenor, SC/ST Cell	08282 - 256329
14	Principal, U.B.D.T. Engineering College, Davangere.	08192 - 250716
15	Principal/ Co-ordinator, University Fine Arts College, Davangere.	08192 - 220075
16	Principal, Sahyadri Science College, Shimoga.	08182 - 240435
17	Principal, Sahyadri Arts & Commerce College, Shimoga.	08182 - 240180
18	University Legal Advisor	08182 - 224844
19	University Medical Officer	08282 - 256227
20	The Co-ordinator, N.S.S. Programme	08182 - 242451
21	Chairman/ Directors of all P.G. Departments, Shankarghatta/Shimoga/ Davangere	08282 - 256301; 302; 303; 304; 305; 306 & 307 DVG: 08192 - 208420
22	Faculty Advisor, All P.G. Hostels	08282 - 256253 (Boys hostel) 08282 - 256257 (Girls hostel)
23	Executive Engineer	08282 - 257078
24	<b>All Deputy Registrars/ Assistant Registrars</b>	
	Deputy Registrar (HRM)	08282 - 256100
	Deputy Registrar (Academic)	08282 - 256149
	Deputy Registrar (Development)	08282 - 256147
	Deputy Registrar (Authorities)	08282 - 256148
	Deputy Registrar (D.D.E.)	08282 - 256246
	Deputy Registrar (Examination)	08282 - 257396
	Deputy Registrar (Examination)	08282 - 257350
	Deputy Registrar (Finance)	08282 - 256159
25	Convenor, E.C.A.	08282 - 256210

**Appellate Authority:**

- The Vice-Chancellor, Kuvempu University, Shankarghatta.  
**Phone No.** 08282 - 256222 (Off.) **e-mail** - vc@kuvempu.ac.in

**MANUAL 17**  
**Section 4(1)(b)(xvii)**

**The rates of fees payable are as under:**

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 application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the Kuvempu University. For the time being the rates are as follows:-

- (i) Rs. 2/- per page of A-4 or A-5 size.
- (ii) Actual cost for sizes bigger than A-4 or A-5.
- (iii) In case of printed material, the printed copies could be had from the University sales counter/authorized sales agents on payment.
- (iv) In case of photo copies, the rate would be Rs. 2/- per page.
- (v) If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.

A major portion of the information will be available from the University publications and other rules as applicable to the University from time to time and printed syllabi for various courses. Some of these are available on the website of the University.

## **Rule-14**

### **Karntaka Right to Information( Amendment) Rules, 2008**

#### **Request relate only to single subject matter**

**Request relate only to single subject matter: A request in writing for information under section 6 of the Act shall relate to one subject matter and it shall not ordinarily exceed one hundred and fifty words. If an applicant wishes to seek information on more than one subject matter, he shall make separate applications.**

Provided that in case, the request made relates to more than one subject matter, the Public Information Officer may respond to the request relating to the first subject matter only and may advise the applicant to make separate application for each of the other subject matters