

**LAKSHMIBAI NATIONAL UNIVERSITY OF
PHYSICAL EDUCATION, GWALIOR**
(Declared as Deemed University under Section 3 of UGC Act, 1956 by
Ministry of HRD vide Notification F. No. 9-14/92-U.III dated 21.9.1995)

**MANUAL / INFORMATION PUBLISHED
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OF
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2005**

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INTRODUCTION

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India brought out the Act, namely “The Right to Information Act, 2005” (Act) which came into force on 15.6.2005.

In accordance with the provisions of section 4(1) (b) of the Act, the Lakshmbai National University of Physical Education, Gwalior has brought out this **MANUAL** for information and guidance of the general public.

However, the citizen of India seeking information under Right to Information Act 2005 may apply for obtaining information under sub-section (1) of section 6 of the Act, which shall be accompanied by an application fee of Rs.10/- by way of cash against proper receipt or by demand draft or bankers cheque or postal order (IPO) payable to the Registrar, LNUPE on Gwalior. It may be noted that the provision of General Financial Rules and Manual of Office Procedure are applicable on the Institute, which deals with preservation/retention of records. So, the application under RTI Act, 2005 shall be considered accordingly.

For providing the information under Section 6, the application fee of Rs. 10/- shall be payable along with application by way of cash against proper receipt or by demand draft or bankers cheque or postal order (not crossed) payable to the Registrar, LNUPE on Gwalior.

The disposal of application shall be made as per provisions under Section 7 of the Act and where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the applicant will be required to make the payment at the following rates: -

- a. rupees two or each page (in A-4 or A-3 size paper) created or copied;
- b. actual charge or cost price of a copy in larger size paper;
- c. actual cost or price for samples or models;
- d. rupees fifty per diskette or floppy for information provided in diskette or floppy;
- e. actual cost of postage by speed post; and
- f. for inspection of records, no fee for the first hours; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(i) THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

Lakshmibai National University of Physical Education, Gwalior, formerly known as Lakshmibai National College of Physical Education, Gwalior was established by the Government of India, Ministry of Education in the year 1957, the centenary year of the Indian freedom struggle in Gwalior where the great legend of Indian Freedom struggler Rani Lakshmibai of Jhansi laid her life for the sake of Nation's freedom. As a tribute to her great martyrdom, this Institute was named after this heroine of the war of Indian independence. The main objective behind it was to uplift the stature of the Physical Education in India.

The 3-year Bachelor degree was started in the year 1957 while the 2-year Master Degree in the year 1963. In 1980, the College became the first institution in the country to start M. Phil Degree in Physical Education.

At the time of its inception, the College was affiliated to Vikram University, Ujjain. Later on in the year 1964, it was affiliated with Jiwaji University, Gwalior. Keeping in view the unique status and promising future, the Institute was conferred the status of an Autonomous College by Jiwaji University, Gwalior in the year 1982, empowering it to lay down its own admission policies, syllabi, examination system and other such procedures of independent nature. However, the power to confer the degrees remained with Jiwaji University, Gwalior.

In further recognition of the educational services rendered by the Institute in the field of Physical Education, Sports and Research, the Government of India, Ministry of Human Resource Development, on the recommendations of the University Grants Commission, by their Notification No. F.9-14/92-U.3 dated 21st September, 1995 conferred the status of Deemed to be University to the Institute under the UGC Act, 1956, re-naming it **Lakshmibai National Institute of Physical Education, Gwalior**. Thus, the Institute became the first Deemed to be University in the field of Physical Education in India and run by a Society registered with the Firms & Societies, Madhya Pradesh under the provisions of Madhya Pradesh Societies Registration Act, 1973 with effect from 2.9.1995. In pursuance to the permission by University Grants Commission permitting the Deemed Universities to use word "University", the Institute has further been re-named as **Lakshmibai National University of Physical Education, Gwalior** with effect from 5.12.2008 with the approval of Government of India and issuance of Certificate of Registration by the Registrar, Firms & Societies. The objectives for which the Institute is established are:-

- (i) To prepare highly qualified leaders in the field of Physical Education, Sports/Games and other Inter-Disciplinary subjects.
- (ii) To serve as a Centre of excellence and innovations in physical education and to undertake, promote and disseminate research and also publish literature in this field.

- (iii) To provide professional and academic leadership to other Institutions in the field of physical education.
- (iv) To provide vocational guidance and placement service to the people in this field.
- (v) To promote mass participation in physical education activities.
- (vi) To undertake extramural studies, extrusion programmes and field out reach activities to contribute to the development of Society.
- (vii) To develop and promote programme of physical education and sports/games in Educational Institutions and other organizations.
- (viii) To provide for instructions and training in such branches of learning as it may deem fit.
- (ix) To do all such other acts and things as may be necessary or desirable to further the objectives of the Institute.

The powers and functions of the Institute are as under:-

(A) Powers

- (i) To provide fellowships/scholarships for raising academic standards and research.
- (ii) To admit students from all over India and foreign countries (countries recognized by Government of India).
- (iii) To provide opportunities to the students of the institute to participate in the tournaments and competitions and established International with National Federations, Indian Olympic Association and Association of Indian Universities.
- (iv) To provide opportunities to staff and students to participate in national and international seminars, conferences, seminars, clinics workshops, special talks and also encourage inter faculty exchange programmes.
- (v) To have liaison/membership with various International professional organizations/bodies.
- (vi) To open Regional Centre in any part of the country.

(B) Functions

- i. To confer degrees and to grant Diplomas and or Certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations.
- ii. To receive grants, subscriptions and donations for the purposes of the Institute, provided that no subscriptions or donations shall be accepted if they are accompanied by conditions inconsistent or in conflict with the satisfactory running of the Institute.
- iii. To conduct the examinations to prescribe courses of study and to demand and receive such fees as may be prescribed by the regulations.
- iv. To supervise the residence, progress, health and discipline of the students.
- v. To start any new course/research programme/diploma/training programme and discontinue any course/training programme.
- vi. To invest the funds of the Society in or upon such Government securities as they may deem fit.

- vii. To make such grants as they may deem fit for the benefit of any employee or employees of Society.
- viii. To delegate all or any of its powers to the Vice-chancellor of the Institute or to any committee or any sub-committee or to any one or more members of its body or its officers.
- ix. To make such rules and bye-laws as they may from time to time consider to be necessary for regulating the management of the Institute and the affairs of the Society.
- x. To build, construct and maintain houses or other buildings and alter, extend, improve, repair, enlarge or modify the same including any existing buildings and to provide and equip the same with electricity, water, drainage, furniture, fittings, instruments, apparatus and appliances and all other necessities keeping in view the use to which each building is to be put to.
- xi. To construct or otherwise acquire, layout, repair, extend, alter, enlarge, improve and use any land, recreation or pleasure- grounds, parks and/or any other immovable operate belonging to or held by the Society.
- xii. To accept and receive in any manner whatever any cash or immovable or movable property either unconditionally or subject to any special trusts created by any particular donor in furtherance of any one or more of the objects of the Society.
- xiii. To assist the Central and State Government in according a very high priority to physical education in the process of all round development of individuals.
- xiv. To act as an Advisory Body to Government of India and other National Organizations, State Governments etc. on all matters related to Physical Education and Sports.
- xv. Promotion and development of traditional and modern games and sports and also Yoga by providing necessary facilities and infrastructure on a large scale and by inculcating sports consciousness among the masses so that by their regular participation in these activities, the nation is made healthy, fit and strong.
- xvi. Provision of sports and physical fitness facilities for mass participation.
- xvii. Provision of training, coaching and other back-up to high level elite sports persons for achieving success in their national and international events.
- xviii. To provide professional leadership to physical education colleges for organizing short-term specialized courses and on other matters of professional nature.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

(A) President

The Union Minister for Youth Affairs and Sports, by virtue of his office, is the President of the Institute and is the Head of the Institute, and when present, presides over the Convocations of the Institute.

Where power is conferred upon the President to nominate persons to authorities, the President shall to the extent necessary nominate persons to represent the various interests for the furtherance of the objects of the Institute.

(B) Vice Chancellor

The Vice-Chancellor is a whole time salaried officer of the Institute and is appointed by the President from a panel of three names suggested by a Search Committee. The composition of the above Committee is as follows:-

- i. A nominee of the President of the Institute.
- ii. A nominee of the Government of India (Ministry of Youth Affairs and Sports).
- iii. A nominee of the Chairman, U.G.C.

Provided further that if the President does not approve any of these persons so recommended he shall call for a fresh panel.

The Vice-Chancellor holds office for a term of five years. He is not eligible for re-appointment.

Provided that notwithstanding the expiry of the said period of five years, he can continue in office till his successor is appointed and assumes office, but not beyond six months.

Provided further that a person appointed, as Vice-Chancellor retires from office during the tenure of his office of extension thereof, if any, he completes the age of 65 years. If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and in his absence due to illness or any other cause, the Dean, or if there is no Dean, the senior most Professor performs the duties of Vice-Chancellor until a new Vice-Chancellor is appointed, or as the case may be, the existing Vice-Chancellor resumes duties.

Powers and Duties

- (i) The Vice-Chancellor is the Principal and Executive Officer of the Institute and exercises general supervision or control over the affairs of the Institute and implements the decisions of all the authorities of the Institute.

- (ii) The Vice-Chancellor may, if he is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under the Memorandum of the Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters.

Provided that if the authority concerned as mentioned in clause (i) above is of the opinion that such action ought not to have been taken, it may refer the matter to the President whose decision thereon shall be final.

Provided further that if any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause, he shall have the right to appeal against such action to the Board of Management within thirty days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (iii) The Vice-Chancellor, unless otherwise provided, is the ex-officio Chairman of the Board of Management, Academic Council and the Finance Committee.
- (iv) It is the duty of the Vice-Chancellor to ensure that the Memorandum of Association the Rules, Bye-laws and Regulations of the Institute are duly observed and implemented and he has all the necessary powers in this regard.
- (v) The Vice-Chancellor exercises general control over the affairs of the Institute and is mainly responsible for implementation of the decision of the various authorities of the Institute.
- (vi) All powers relating to the proper maintenance and discipline of the institute are vested in the Vice-Chancellor.
- (vii) The Vice-Chancellor exercises such other powers and performs such other functions as may be prescribed by the Rules and Bye-laws and Regulations.
- (viii) The Vice-Chancellor exercises all other powers as may be delegated to him by the Board of Management.
- (ix) The Vice-Chancellor is empowered to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- (x) The Vice-Chancellor is empowered to convene or cause or cause to be convened meetings of the various bodies of the Institute.

(C) Head of Department

- (i) There is a Head of the Department for each of the Department in the Institute who is appointed by the Vice-Chancellor from amongst the Professors of the Department.
Provided that if there is no Professor in the Department, the Vice-Chancellor may appoint a Reader as Head of the Department.
- (ii) The term of appointment of the Head of the Department is normally three years and he is eligible for re-appointment for one more term.
- (iii) The Powers and functions of the Head of Department are prescribed by the Bye-laws of the Institute.

(D) Registrar

- (a) The Registrar shall be a whole time salaried officer on tenure basis for a period of three years extendable for a further period of two years at the discretion of Board of Management of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:
 - (i) Vice-Chancellor - Chairman
 - (ii) An academician who is the nominee of the President - Member
 - (iii) One nominee of the Board of Management - Member
 - (iv) Head/Chairperson of the Department - Member
 - (v) Three experts in the concerned subjects/field out of the list recommended by the Vice Chancellor and approved by the Board of Management - Member

At least four members, including two outside experts, must constitute the quorum.

- (b) The emoluments and other terms and conditions of service of the Registrar are as may be prescribed by the Bye-laws.
- (c) When the office of the Registrar is vacant or when the Registrar is absent by reasons of illness or any other reason, the duties and functions of the Registrar are performed by such other persons as the Vice-Chancellor may appoint for the purpose.

- (d) The Registrar is ex-officio Secretary of the Board of Management, Academic Council, Planning and Monitoring Board, but, shall not be deemed to be a member of any of these authorities.
- (e) The Registrar is directly responsible to the Vice-Chancellor of the Institute.
- (f) The following are the duties of the Registrar:
 - (i) To be the custodian of the records, the fund of the Institute and such other property of the Institute as the Board of Management may commit to his charge.
 - (ii) To conduct the official correspondence on behalf of the authorities of the Institute.
 - (iii) To issue notices convening meetings of the authorities of the Institute and of all the Committees and sub-committees appointed by any of these authorities.
 - (iv) To keep the minutes of the meetings of all the authorities of the Institute and all the Committees and Sub-Committees appointed by any of these authorities.
 - (v) To make arrangements for and supervise the examinations conducted by the Institute.
 - (vi) To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his representatives for his purpose.
 - (vii) To enter into agreement, sign documents and authenticate records on behalf of the Institute.
 - (viii) To hold in special custody books and documents of the Institute.
 - (ix) To safeguard and maintain the buildings gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
 - (x) To perform such other duties as may be specified in the rules and bye-laws or as may be specified by the Board of Management or the Vice-Chancellor from time to time.

(E) Finance Officer

The Finance Officer is a whole time salaried officer of the Institute and is appointed by the Board of Management preferably on deputation from a panel of names submitted by the Central Government. The emoluments and other terms and conditions of service of the Finance Officer are as may be prescribed by the Bye-laws. The Finance Officer works under supervision of the Vice-chancellor and is accountable to the Board of Management through the Vice Chancellor. He is the ex-officio Non-member Secretary of the Finance Committee. He is an adviser to the Vice-Chancellor for financial matters. Subject to the control of the Board of Management to manage property and investment of the Institute, he is responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Board of Management.

(F) Librarian

1. The Librarian is responsible for the custody of books, manuscripts, periodicals etc. belonging to the Library and maintains a complete register and index. The purchase of books and journals for the library is recommended by the Library Committee for approval by the Vice Chancellor. The Rules for the management of the Library shall be framed from time to time, as may be found necessary by the Library Committee appointed by the Vice Chancellor to be responsible for the proper functioning of the Library.
2. Purchase of Books: The Librarian is responsible for purchasing of books approved by the Library Committee or the Vice Chancellor.
3. Stock taking: The Librarian takes stock every year of all the books in the Library. The Library Committee may assign personnel to check the report.

(G) Deputy Registrars and Assistant Registrars

The Deputy Registrars and Assistant Registrars are Heads of the respective assigned Sections and they assist the Registrar in all work connected with their respective sections for submission to the Vice Chancellor or authorities of the Institute for consideration and decisions. In all the matters concerning the Institute, they act under the general control and orders of the Vice Chancellor and Registrar. They are primarily responsible for execution of the work and implementation of decisions and directions of the authorities and Vice Chancellor of the Institute.

(H) Other Officers and Officials

The duties of other officers and officials are as prescribed by the Vice Chancellor and/or Registrar, as the case may be. They work under the control of the Vice Chancellor in accordance with the instructions issued by him from time to time.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Vice Chancellor is the chief executive officer and responsible for the day to day management of the activities of the Institute as well as overall administration in accordance with the Rules and Bye-laws and other instructions issued by the Board of Management from time to time. He takes all the decisions relating to finance and administration.

The Vice Chancellor is the executive head and the chief functionary of the Institute. For administrative as well as academic activities, the channels of reporting are as follows:

HODs/Faculty Members —→ Vice Chancellor

Registrar —→ Vice Chancellor

For non-academic activities, the channels of reporting are as under:

**Asstt. Registrar
and/or Dy. Registrar —→ Registrar —→ Internal
Audit —→ Vice
Chancellor**

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Heads of each section mainly HODs/Deputy Registrars/Assistant Registrar, as the case may be, submit proposals relating to their sections/assigned duties to Vice Chancellor for consideration, decision and/or sanction. The Registrar advises the Vice Chancellor on files in the matters relating to the administration and academic. So far as matters relating to finance are concerned, the Registrar routes such matters to the Vice Chancellor through Internal Audit group and wherever required, the Vice Chancellor seeks advice of Finance Officer of the Institute, who acts as Financial Advisor of the Vice Chancellor and is also having supervision over the Internal Audit Group.

(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

The following rules, regulations, instructions, manuals and records are held by the Institute, which are used by its employees for discharging its functions:-

- i) Memorandum of Association **(Annexure – I)**;
- ii) Lakshmibai National Institute of Physical Education Service Bye-laws and Conditions of Service Regulations, 2006 and Lakshmibai National Institute of Physical Education Service (Recruitment) Rules, 2006 **(Annexure – II)**;
- iii) Delegation of Powers to the Vice Chancellor and Registrar **(Annexure – III)** by the Board of Management;
- iv) Decisions of various authorities of the Institute and their sub-committees in their meetings or through resolutions by circulations, as the case may be;
- v) Standard Operating Procedures as laid down from time to time.

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The following documents are held by the Institute:-

- a) Memorandum of Association;
- b) Lakshmibai National Institute of Physical Education Service Bye-laws and Conditions of Service Regulations, 2006;
- c) Lakshmibai National Institute of Physical Education Service (Recruitment) Rules, 2006;
- d) Delegation of Powers made by Board of Management to the Vice Chancellor and Registrar;
- e) Agenda and minutes of various authorities of the Institute and their sub-committees in their meetings or through resolutions, as the case may be;
- f) Certified Annual Accounts;
- g) Annual Reports;
- h) Audited Annual Accounts;
- i) Files and documents pertaining to budgetary allocations and grants;
- j) Personnel records, leave records, pension records etc.;
- k) Pay details of staff;
- l) Various authorities' meeting records, including minutes of meetings;
- m) Files and documents related to admissions in various courses;
- n) Files and documents related to registration of candidates/students;
- o) Files and documents related to conduct of examinations;
- p) Files and documents related to results of examinations;
- q) Files and documents related to research scholars;
- r) Files and documents related to procurement and distribution of materials/capital assets;
- s) Files and documents related to constructions, renovations and extensions of existing constructions;
- t) Pay Bill Registers;

(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.

LNUPE, Gwalior is devoted to cater to the academic requirements of youth of the country in the field of Physical Education through All India Entrance Test every year. Therefore, its working does not have a direct impact of the members of the public. Hence, no formal channels of communications have been established for the purpose stated above. However, members of the public desirous of having information about LNUPE, Gwalior including information about its activities can contact the Registrar, Lakshmibai National University of Physical Education, Gwalior.

Phone +91-751-4000902/4000888 and Fax – 4000992 for further information.

(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

The authorities of LNUPE, Gwalior as per Rules are as under:-

1. Board of Management
2. Academic Council
3. Planning and Monitoring Board
4. Finance Committee
5. Advisory Committee
6. Such other authorities as may be declared by the bye-laws to be the authorities of the Institute.

The compositions of these Authorities as laid down in the Rules of the Institute are below. Minutes of meetings of these Authorities are open/accessible to the public:-

(A) Board of Management

1. Secretary, Ministry of Youth Affairs & Sports, Government of India- Chairman (ex-officio).
2. Vice Chancellor of the Institute- Member.
3. Dean of faculty (if any) not exceeding three by rotation and on seniority - Member.
4. Three nominees of the President of Institute - Member.
5. One nominee of the Chairman, UGC- Member.
6. One nominee of the Government of India- Member.
7. Two nominees of the funding agency/agencies - Member.
8. Three teachers of the Institute (Professor, Reader and Lecturer) (by rotation according to seniority) - Member.
9. One nominee of the sponsoring Society - Member.

(B) Academic Council

- | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| a) | Vice Chancellor of the Institute. | - Chairman |
| b) | Dean of the Faculties, if any. | - Member |
| c) | Heads of the Departments of the Institute. | - Member |
| d) | Ten Professors other than the heads of the Departments (by rotation and on seniority). | - Member |
| e) | Three Readers from Departments other than the Heads of the Departments (by rotation in the order of seniority nominated by the Vice-Chancellor). | - Member |
| f) | Three Lecturers from Departments (by rotation in the | - Member |

- order of seniority nominated by the Vice-Chancellor).
- g) Three persons from amongst educationalists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the President. - Member
- h) Three persons who are not members of the teaching staff co-opted by the Academic Council for their specialized knowledge. - Member

(C) Finance Committee

1. Vice Chancellor. - Chairman
2. A person to be nominated by the President. - Member
3. Two nominees of the Board of Management, one of whom shall be a member of the Board. - Member
4. A representative of UGC. - Member
5. A representative of the Government of India. - Member

The compositions of Selection Committees for making recommendations to the appointing authorities are as under in accordance with Rules/Bye-laws of the Institute, which are however, classified as confidential and are not available/accessible in public domain including the matters relating to examination and admission, paper setting, evaluation of scripts and consequent procedures and documents related therewith, as also, information in respect of person/persons undergoing departmental disciplinary proceedings and court cases pending in any Court of Law:-

(A) For appointment on the posts of Professors, Readers & Lecturers

- (i) Vice Chancellor - Chairman
- (ii) An academician nominated by the President of the Institute - Member
- (iii) Dean of the concern faculty/ Head/ Chairperson of the Department - Member
- (iv) Three outside experts in the concerned subject/field out of the list recommended by the Vice Chancellor and approved by the Board of Management. - Member

(B) For appointment on Group 'B' posts

1. Vice Chancellor
2. Registrar
3. Finance Officer
4. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor.
5. A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute.

6. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

(C) For appointment on Group 'C' and 'D' posts

1. Registrar
2. Finance Officer
3. One officer of the Institute (not below in the scale of Rs.10000-15200) to be nominated by the Vice Chancellor
4. (*) A subject expert to be appointed by the Vice Chancellor, who is not an employee of the Institute.
5. Liaison Officer of the Institute/SC or ST representative not below in the scale of Rs.8000-13500.

(*) In respect of technical posts or qualification/experience required is technical in nature.

(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

The directory of its officers and employees is as under:-

Name	Designation	Office	Residence
Maj. Gen. (Retd.) S.N. Mukherjee	Vice Chancellor	4000900 4000800	4000901 4000801
Dr. L.N. Sarkar	Registrar	4000902 4000888	4000929 4000829
Shri A.K. Saxena	Finance Officer	4000904	4000982
Shri M.P. Singh	Dy. Registrar (Estate)	4000922	4000907
Maj. (Dr.) Shashi Bhushan	Dy. Registrar (Academics & Proc.)	4000963	4000983
Shri V.S. Chauhan	Asstt. Registrar (Acad & Conf.)	4000970	4000971
Shri N.L. Rohira	Asstt. Registrar (Admn. & Legal)	4000976	4000972
Shri K.K. Bhatia	Asstt. Registrar I/c (Estate)/Finance	4000998	4025923

F . A . X.

Vice Chancellor	4000990	Registrar	4000992	Finance Officer	4000994	Admn.	4000995
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D . E . A . N . S . E . T . C .

Dr. Ramesh Pal	Dean (Academics)	4025946	4000933
Dr. A.K. Datta	Dean (Students Welfare)	4000906	4000969
Dr. (Mrs.) I. Majumdar	Dean (Regional Centers)	4000914	4000935
Dr. S. Mukherjee	Controller of Examinations	4000997	4000956

D . E . P . A . R . T . M . E . N . T . S

Dr. Manika Debnath	HOD - Health Science & Yoga	4000808	4000915
Dr. G.D. Ghai	HOD - Research Development & Advanced Studies	4000814	4000934
Dr. V.K. Dabas	HOD - Sp Management & Journalism	4000803	4000938
Dr. Vivek Pandey	HOD - Teacher Education	4025948	4000842
Dr. V.K. Shrivastava	HOD - Y A & Sports	4000921	4000953
Dr. J.P. Verma	HOD - CS&AS	4000979	4000823
Dr. A.S. Sajwan	HOD - Coaching & Fitness	4000887	4000955

HOSTELS**WARDENS**

International Hostel	4000942 4000941	Shri Madan Singh Rathore	-
Aurobindo House	4000954	Dr. Vivek Pandey	4000842
PG Girls Hostel	4000908	Dr. Manika Debnath	4000915
Girls Hostel	4000940	Ms. Anandita Das (Asstt.)	4000908
Subhash House	4000947	Shri Pushpendra Puruswani	4025918
Shivaji House	4000948	Shri Birendra Jhajariya	4000960
Pratap House	4000949	Shri Y.S. Rajpoot	4000987
Azad House	4000958	Shri J.P. Bhukar	4000923
Vivekananda House	4000946	Shri Arun Singh	4024692
Bhagat Singh Hostel (Mess)	4000985		

SECTIONS

Weight Lifting Hall	4000805	Boys Mess	4000927
Reception, Admn. Block (W/M)	4000806	Swimming Pool	4000928
UGC ASC	4000810	Residential Gate	4000931
Conference Hall (Mini)	4000910	Library	4000920
Conference Hall (Main)	4000950		4025951
Internal Audit	4000911	Research Lab	4000952
Establishment./Personnel	4000912	VC Secretariat	4000959
B&R	4000916	Legal	4000967
Registrar Secretariat	4000917	Faculty Staff Room	4000968
Administration	4000918	PYKKA Section	4000981

Accounts/DDO	4000919	Maintenance Section	4000988
Placement Cell	4000936	Academic	4000991
Health Centre	4000925	Staff of D.R. (M & P)	4000996
Store	4000926	Confidential	4000997

GUEST HOUSES			
Reception	4000924	Registrar Bungalow	4000903
Room No. 1	4025901	Room No. 5	4025905
Room No. 2	4025902	Room No. 6	4025906
Room No. 3	4025903	Room No. 7	4025907
Room No. 4	4025904	Room No. 8	4025908
		Room No. 9	4025909

RESIDENCES			
TEACHING STAFF		ADMINISTRATIVE STAFF	
Dr. L.W. Vaz	4000905	Shri Rajesh Mittal	4000939
Dr. Jasraj Singh	4000932	Shri Edmon	4000943
Mrs. Indu Bora	4000962	Dr. Anil Sharma	4000951
Dr.(Mrs.) R. Asthana	4000966	Shri Anant Jadhav	4000961
Dr. B. Basumatary	4025942	Shri B.S. Yadav	4000964
		Shri R.M. Saxena	4000973
		Shri Roshan Lal Verma	4000974
		Shri A.S. Tomar	4000999
OTHERS		Shri I.P. Garg	4000812
Shri V.S. Rana	4065194	Shri S.P. Mishra	4000815
Shri S. Bhattacharjee	4042264	Smt. Shashi Prabha Verma	4025910
Shri G.P. Goswami	4052001	Smt. Jyoti Tirkey	4025912
		Shri S. Damle	4025913
SUPPORTIVE STAFF		Shri S.K. Dohriya	4025914
Shri Mohan Singh Gohar	4025929	Shri R.P. Shukla	4025915
Shri Rajendra Baghel	4025932	Shri S.K. Sharma	4025916
Shri Gajadhar Kushwah	4086809	Shri Rajesh Saxena	4025919
Shri Ganga Ram	4025934	Shri Anil Tripathi	4025920
Shri Dinesh	4033170	Shri Manoj Saxena	4025921
Shri Devendra Sharma	4025937	Shri N.C. Jain	4025924
		Shri Shivcharan Sharma	4025926
		Shri RBS Tomar	4025927
		Shri Ravi Shankar	4025928
		Shri R.K. Shukla	4025935
		Shri A.K. Astiya	4025939
		Shri Prakash Sharma	4025941
		Shri Ashok Sharma	4025943
		Shri R.S. Bhadoria	4025944
		Shri Pradeep Jaiswal	4030202

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

The LNUPE, Gwalior is a Deemed University and is fully funded by the Ministry of Youth Affairs and Sports. The salary and allowances admissible to staff members are in accordance with the norms laid down by the Government of India and as decided by the Ministry, which are in accordance with the UGC norms (for teachers and officers) and Government norms (for non-teachers and officials).

The officers and employees in position in the month of March, 2010 and the monthly remuneration received by them for the month of Feb. 2010 is as under:-

S. No.	Name of Employee	Designation	Gross Salary (in Rupees)
1.	Maj. Gen. S.N. Mukherjee	Vice Chancellor	75,445.00
2.	Dr. Ramesh Pal	Professor	78,359.00
3.	Dr. A.K. Datta	Professor	82,732.00
4.	Dr. (Smt.) Indu Mazumdar	Professor	82,182.00
5.	Dr. Jasraj Singh	Professor	78,909.00
6.	Dr. S. Mukherjee	Professor	76,543.00
7.	Dr. J.P. Verma	Professor	67,831.00
8.	Dr. Manika Debnath	Professor	67,831.00
9.	Dr. V.K. Dabas	Professor	68,581.00
10.	Dr. L.N.Sarkar	Professor (On deputation as Registrar w.e.f. 2.4.2007)	76,689.00
11.	Dr. A.S. Sajwan	Professor	68,581.00
12.	Dr. V.K. Shrivastava	Professor	67,831.00
13.	Dr. Vivek Pandey	Professor	67,831.00
14.	Dr. G.D. Ghai	Professor	64,046.00
15.	Dr. L.W. Vaz	Reader	53,763.00
16.	Dr. B. Basumatary	Reader	53,763.00
17.	Dr. V.D. Bindal	Reader & Physiotherapist	48,946.00
18.	Dr. (Ms.) Jayashree Acharya	Reader	51,308.00
19.	Dr. (Smt.)Ranjana Asthana	Lecturer (Sel. Grade)	68,628.00
20.	Smt. Indu Bora	Lecturer (Sel. Grade)	58,686.00
21.	Shri Jai Praksh bhukar	Lecturer	52,095.00
22.	Dr. Birendra Jhaharia	Lecturer	31,115.00
23.	Dr. Pushpendra Puruswani	Lecturer	31,115.00
24.	Shri Y.S.Rajpoot	Lecturer	32,893.00
25.	Dr. (Ku.) Anindita Das	Lecturer	31,115.00
26.	Dr. (Smt.) Vinita Bajpai	Lecturer	31,140.00
27.	Dr. Nibu R. Krishna	Lecturer	35,509.00
28.	Dr. Madan Singh Rathore	Assistant Professor	32,893.00

S. No.	Name of Employee	Designation	Gross Salary (in Rupees)
29.	Shri Amar Kumar	Assistant Professor	33,784.00
30.	Shri R.B.S. Tomar	Life Guard-cum-Instructor	36,554.00
31.	Shri R.P. Shukla	Yoga Instructor	32,743.00
32.	Shri S.P. Mishra	Technical Assistant	20,782.00
33.	Shri M.P. Singh	Deputy Registrar	50,343.00
34.	Maj(Dr.)Shashi Bhushan	Deputy Registrar	41,796.00
35.	Shri V.S. Chauhan	Assistant Registrar	35,769.00
36.	Shri N.L. Rohira	Assistant Registrar	35,769.00
37.	Shri K.K. Bhatia	Office Supdt.	28,377.00
38.	Shri Prakash Sharma	Office Supdt. (Promotion under NBR)	19,654.00
39.	Shri R.M. Saxena	Sr. Personal Assistant	29,684.00
40.	Shri Rajiv Ranjan	Supervisor (Mess)	19,761.00
41.	Shri N.C. Jain	Supervisor (B&R)	19,538.00
42.	Shri Rajesh Saxena	Assistant Librarian	20,640.00
43.	Shri Satish Damle	Assistant	16,673.00
44.	Shri R.S. Bhadoria	Assistant	18,102.00
45.	Shri Manoj Saxena	Assistant	16,834.00
46.	Dr. (Smt.) Sashi Prabha Verma	Lab. Assistant	24,244.00
47.	Shri R.K.Shukla	Lab. Assistant	27,359.00
48.	Shri A.S. Tomar	Pathology Lab. Asstt.	24,389.00
49.	Dr. Anil Sharma	Lab. Assistant	23,967.00
50.	Shri Rajesh Mittal	Personal Assistant	26,917.00
51.	Shri Edmon	Security Inspector	17,561.00
52.	Shri Shiv Charan Sharma	Care-taker	20,909.00
53.	Shri D.K. Patil	U.D.C.	19,773.00
54.	Shri Ravi Shankar	U.D.C.	19,156.00
55.	Shri Roshanlal Verma	U.D.C.	19,156.00
56.	Smt. Jyoti Tirki	U.D.C.	15,926.00
57.	Shri S.K. Dohariya	U.D.C.	15,926.00
58.	Smt. Uma Yadav	U.D.C.	14,122.00
59.	Shri Anant Jadhav	U.D.C.	17,333.00
60.	Shri Ashok Sharma	U.D.C.	15,657.00
61.	Shri Pradeep Jaiswal	L.D.C.	12,577.00
62.	Shri Yogendra Gorakhpuri	L.D.C.	12,577.00
63.	Shri Deepak Chaturvedi	L.D.C.	12,577.00
64.	Shri Ram Krishna Sharma	L.D.C.	10,935.00
65.	Shri Indra Prakash Garg	L.D.C.	12,577.00
66.	Shri Pankaj Bangar	L.D.C.	12,577.00
67.	Shri Mahendra Singh Rana	L.D.C.	16,819.00
68.	Shri S.K. Sharma	L.D.C.	14,675.00
69.	Shri Avnish Sharma	L.D.C.	11,871.00

S. No.	Name of Employee	Designation	Gross Salary (in Rupees)
70.	Shri Anil Tripathi	L.D.C.	11,915.00
71.	Shri Balkishan	Driver	21,197.00
72.	Shri B.S. Yadav	Driver	20,580.00
73.	Shri Suresh Jha	Library Assistant	16,554.00
74.	Shri Raghuvir Jha	Skilled Work Assistant	18,981.00
75.	Shri R.S. Sengar	Electrician	15,389.00
76.	Shri Rajendra Pd. Bhaghel	Electrician	14,309.00
77.	Shri Prem Kumar	Skilled Work Assistant	17,026.00
78.	Shri Gajadhar Kushwah	Skilled Work Assistant	17,046.00
79.	Shri Lalta Prasad	Skilled Work Assistant	13,872.00
80.	Shri Jagdish Singh	Skilled Work Assistant	12,824.00
81.	Shri Prakash Kushwah	Skilled Work Assistant	16,246.00
82.	Shri Rameswar Dayal Sharma	Skilled Work Assistant	15,320.00
83.	Shri Anand Singh	Skilled Work Assistant	14,138.00
84.	Shri Keshav Shakyawal	Skilled Work Assistant	10,034.00
85.	Shri Parmanand	Skilled Work Assistant	14,674.00
86.	Shri Narayan/Shankarlal	Skilled Work Assistant	14,674.00
87.	Shri Pannalal	Skilled Work Assistant	14,674.00
88.	Shri Komal Singh	Skilled Work Assistant	11,490.00
89.	Shri Naval singh Kushwah	Skilled Work Assistant	11,490.00
90.	Shri Ram Singh /Watchman	Skilled Work Assistant	14,674.00
91.	Shri Sitaram Thakur	Skilled Work Assistant	10,004.00
92.	Shri Satya Prakash	Skilled Work Assistant	11,490.00
93.	Shri Rajendra Singh	Skilled Work Assistant	10,858.00
94.	Shri Santosh kumar Dohare	Skilled Work Assistant	11,490.00
95.	Shri Inder Singh Rana	Skilled Work Assistant	11,490.00
96.	Shri B. Ravi	Skilled Work Assistant	14,182.00
97.	Shri Devendra Sharma	Skilled Work Assistant	12,824.00
98.	Shri Rambabu/Shri Nathuram	Skilled Work Assistant	14,674.00
99.	Shri Gandharva Singh	Skilled Work Assistant	14,674.00
100.	Shri Devaram	Skilled Work Assistant	14,674.00
101.	Shri Kanhaiyalal Savita	Skilled Work Assistant	11,820.00
102.	Shri Shivraj Singh	Skilled Work Assistant	9,458.00
103.	Shri Man Singh Thapa	Skilled Work Assistant	13,192.00
104.	Shri Bhagwan Singh	Skilled Work Assistant	14,674.00
105.	Shri Munnalal	Skilled Work Assistant	14,674.00
106.	Shri Dinesh	Skilled Work Assistant	14,674.00
107.	Shri Nekram	Skilled Work Assistant	13,945.00
108.	Shri Preetam Singh	Skilled Work Assistant	13,034.00
109.	Shri Vijay Bahadur	Skilled Work Assistant	13,034.00
110.	Shri Tamato	Skilled Work Assistant	14,674.00
111.	Shri Saboo Khan	Skilled Work Assistant	13,945.00

S. No.	Name of Employee	Designation	Gross Salary (in Rupees)
112.	Shri Nand Kishore	Skilled Work Assistant	14,674.00
113.	Shri Manik Dev	Skilled Work Assistant	11,383.00
114.	Shri Kriparam	Skilled Work Assistant	12,824.00
115.	Shri Pawan Kumar	Skilled Work Assistant	12,462.00
116.	Shri Munnalal/Shri Ganpat	Skilled Work Assistant	13,872.00
117.	Shri Santosh Soni	Skilled Work Assistant	13,932.00
118.	Shri Ganga Ram	Skilled Work Assistant	14,734.00
119.	Shri Mohan Singh Gohar	Skilled Work Assistant	14,027.00
120.	Shri Pooran	Skilled Work Assistant	14,674.00
121.	Shri Ravi	Skilled Work Assistant	14,674.00
122.	Shri Betal	Skilled Work Assistant	13,872.00
123.	Shri Ashok /Shri Narayan	Skilled Work Assistant	12,062.00
124.	Shri Rajaram Khare	Skilled Work Assistant	10,550.00
125.	Shri Ramdas/Babulal	Skilled Work Assistant	13,872.00
126.	Shri Amit Kumar	Skilled Work Assistant	11,490.00
127.	Shri Naresh Khare	Skilled Work Assistant	11,490.00
128.	Shri Jogesh Kalayne	Skilled Work Assistant	10,004.00

STAFF UNDER U.G.C. ACADEMIC STAFF COLLEGE OF INSTITUTE

S. No.	Name of Employee	Designation	Gross Salary
1.	Dr. Anurodh Singh Sisodia	Reader	45,985.00
2.	Shri A.K. Astiya	Section Officer	17,717.00
3.	Shri G.P. Dubey	Senior Assistant	22,713.00
4.	Shri Sunil Rana	Junior Assistant	17,715.00
5.	Shri Dinkar Gupta	Documentation Asstt.	15,723.00
6.	Shri Atul Tripathi	Steno-typist	11,872.00
7.	Shri Ashok Sharma	Peon	9,398.00

(xi) THE BUDGET ALLOCTED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

The following documents give the exhaustive information on the subject:-

1. The Annual Report for the year 2008-09 along with Audit Certificate and Audited Accounts (**Annexure - IVA & IVB**);
2. The Revised Estimates for the year 2009-10 and Budgetary Estimates for the year 2010-11 (**Annexure - V**).

**(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES**

No such subsidy programme is in vogue at LNUPE, Gwaior.

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

None.

(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

As of now, the following records are available in electronic form:

- i. Memorandum of Association of LNUPE Society registered with the Registrar, Firms and Societies under Madhya Pradesh Societies Registration Act, 1973.
- ii. Lakshmibai National Institute of Physical Education Service Bye-laws and Conditions of Service Regulations, 2006.
- iii. Lakshmibai National Institute of Physical Education Service (Recruitment) Rules, 2006.
- iv. Regulations and/or Schemes as approved by the Competent Authorities from time to time for the employees and/or students.
- v. Prospectus for admission to various courses along with application form (latest).
- vi. Results.
- vii. Annual Reports along with Audited Accounts/Audit Certificate (latest).
- viii. Revised Estimates/Budgetary Estimates approved by the Competent Authorities (latest).
- ix. Job opportunities along with application forms, whenever issued by the Institute.

The Institute proposes to make as much as possible information available on the website for information of general public in the future to come.

(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

The website of LNUPE, Gwalior www.lnupe.gov.in gives complete and exhaustive details of all our academic activities. In particular, the website gives information on the line of a university by every department/faculty, conferences and seminars proposed to be organized or already organized etc. Any one desirous of having information on any of these information can log into to the website <http://www.lnupe.gov.in> and have the desired information downloaded. Our library is for the use of our students and staff. It is not maintained for public use.

(xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Dr. L.N. Sarkar, Registrar

Address LNUPE, Mela Road, Gwalior – 474 002.

Telephones 0751-4000902 (Office)
0751-4000992 (Fax)

Public Information Officer In his absence on tour/leave:

Shri N.L. Rohira, Assistant Registrar (Admn.)

Address LNUPE, Mela Road, Gwalior – 474 002.

Telephones 0751-4000976 (Office)
0751-4000995 (Fax)

Maj. Gen. (Retd.) S.N. Mukherjee, Vice Chancellor.

Address LNUPE, Mela Road, Gwalior – 474 002.

First Appellate Authority Telephones 0751-4000900 (Office)
0751-4000800 (Fax)

(xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

Nil
