

**Maharaja Ranjit Singh Punjab Technical University Bathinda, Punjab**  
**Estb. by Govt. of Punjab vide Act No. 5 of 2015 and recognized u/s 2(f) and 12 B of the UGC Act, 1956.**

**RTI Information Manual under RTI Section - 4 Suo Moto Disclosures:**

Sr. No.	Contents	Details of Disclosures (MRSPTU)	Related Links to the Disclosures
1	Particulars of organization functions, duties & Regulations	<p>This manual contains the organizational structure, objectives and major functional areas of the Institute as spelt out in the act and statutes.</p> <p>Maharaja Ranjit Singh Punjab Technical University is located in Bathinda. It was established by Govt. of Punjab vide Act No. 5 of 2015 and is recognized u/s 2(f) and 12 B of the UGC Act, 1956.</p>	<a href="https://mrsptu.ac.in/images/Files/Others/downloads/MRS%20Act.pdf">https://mrsptu.ac.in/images/Files/Others/downloads/MRS%20Act.pdf</a>
2	Powers and duties of officers and employees	<p>This manual includes the Powers and duties of the Chairman of the Board of Governors, Building &amp; Works Committee, Finance Committee, Registrar, Deans, Heads of the Schools/Departments, Academic Staff, Technical Staff, Administrative Staff and other office bearers are listed in the Act of the University and is available on the University website link.</p>	<a href="https://mrsptu.ac.in/images/Files/Others/downloads/MRS%20Act.pdf">https://mrsptu.ac.in/images/Files/Others/downloads/MRS%20Act.pdf</a>
3	Procedure followed in the decision making process, including channels of supervision and accountability	<p>The decisions are made at different levels mainly at BoG/Finance Committee/BWC/Academic Council/Research Board etc.</p>	<a href="https://www.mrsptu.ac.in/bog_meeting.php">https://www.mrsptu.ac.in/bog_meeting.php</a> <a href="https://www.mrsptu.ac.in/finance_committee.php">https://www.mrsptu.ac.in/finance_committee.php</a>
4	The rules regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging functions.	<p>The manual contains the rules regulations specified in Act &amp; Statutes, Fundamental Rules &amp; Service Rules, General Financial Rules, Recruitment and Service Rules &amp; House Allotment Rules and other such rules. The University follows PCSR rules for administrative matter as per decision/amendment by the BoG from time to time</p>	<a href="https://www.mrsptu.ac.in/uploads2021/Regulation/Regulations.zip">https://www.mrsptu.ac.in/uploads2021/Regulation/Regulations.zip</a>
5	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 of the minutes of such meetings are accessible for public	<p>This manual lists the constitution and names of incumbents of the following committees: Board of Governors, Finance Committee, Building works Committee.</p>	<a href="https://www.mrsptu.ac.in/BoG.php">https://www.mrsptu.ac.in/BoG.php</a>

6	A directory of its officers & employees	The names, designations, department/offices, email address, contact numbers, of all officers and employees of the Institute are uploaded on the institute website.	<a href="https://www.mrsptu.ac.in/uploads2022/RTI/directory%20for%20website.xlsx">https://www.mrsptu.ac.in/uploads2022/RTI/directory for website.xlsx</a>
7	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	This manual includes the remuneration received by each of its officer and employees. The salary benefits as per UGC/AICTE are given to the faculty and Punjab Govt. rules are applied for the staff of non-teaching employees	<a href="https://www.mrsptu.ac.in/uploads2022/RTI/Dec%20Salary%20RTI%20work.xlsx">https://www.mrsptu.ac.in/uploads2022/RTI/Dec Salary 2022 RTI work.xlsx</a>
8	Particulars of recipients of concessions, permits or authorizations granted by the Institute.  Scholarship Scheme	The University extends the benefits as per the approved policy.  1. The SC/ST/PH students shall get complete tuition fee waiver.	<a href="https://www.mrsptu.ac.in/pmss.php">https://www.mrsptu.ac.in/pmss.php</a>
9	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading rooms, if maintained for public use.	The detail of academic programmes, B.Tech. M.Tech, M.Sc., MBA, MCA, BSc, BCA, M.Pharma, B, Pharma, PhD including resources are available on the University website which is periodically updated. The Library of the University is open from 9.00 a.m. to 5.00 p.m. on all working days and reading room opens from 9.00 AM to 11.00 PM. (Moday to Saturday) and from 2.00 PM to 11.00 PM on Sunday. In addition, e-journals/e-books are available for 24 x 7 days	<a href="https://library.mrsptu.ac.in/">https://library.mrsptu.ac.in/</a>

10	The names, designations and other particulars of public information officers.	<p>The name, designation and other particulars of the Public Information office bearers:-</p> <p><b>Dr. Gurinder Pal Singh Brar,</b>  Registrar &amp; First Appellate Authority  Maharaja Ranjit Singh Punjab Technical University Bathinda, Punjab  Contact:- 0164-2284297  E-mail:- reg@mrsptu.ac.in</p> <p><b>Dr. Agyapal Singh,</b>  Dy. Registrar (Admn.) &amp;  Public Information Officer  Maharaja Ranjit Singh Punjab Technical University Bathinda, Punjab  Contact:- 0164-2284297  E-mail:- publicinformation@mrsptu.ac.in</p> <p><b>Sh. Arshinder Singh,</b>  Sr. Assistant (Legal) &amp;  Assistant Public Information Officer  Maharaja Ranjit Singh Punjab Technical University Bathinda, Punjab  Contact:- 0164-2284297  E-mail:- publicinformation@mrsptu.ac.in</p>	<a href="https://www.mrsptu.ac.in/RTI.php">https://www.mrsptu.ac.in/RTI.php</a>
11	Such other information as may be prescribed	The University Website may be seen for all the information	<a href="https://www.mrsptu.ac.in/">https://www.mrsptu.ac.in/</a>

**Details of Receipt & Disposal of RTI applications & Appeals during the year 01-01-2020 to 31.12.2020**

Month and Year	Number of Applications received			Number of Applicants to whom information provided within time	Registration Fee Collected	Additional Fee Collected	Number of Application rejected/ returned to Applicant	Number of Applications transferred to other public authority	Number of Applications received/Replied by FAA
	Physical Mode	Online vide RTI MIS Web portal	Total						
01.01.2020 to 31.12.2020	51	Nil	51	51	510/-	3782/-	Nil	Nil	2