

MANUAL
(To be published under R.T.I Act 2005)

Sikkim Manipal University
5th Mile, Tadong, Gangtok
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Information under Right to Information Act, 2005

1. INTRODUCTION (BASIC INFORMATION UNDER RTI ACT, 2005)

1.1 Background of this Handbook	Right to Information Act, (RTI Act)
1.2 Objectives and purpose of this Handbook	To provide information about the Institution and sources of information
1.3 Users of this Hand book	General Public
1.4 Organization of the Information in this Handbook	As per guidelines of the RTI Act 2005 Clause 4(1)(b)
1.5 Definitions	Act : Right to Information Act, 2005
1.6 Contact Persons	<p>1. Prof (Dr) Ashis Sharma Registrar, Sikkim Manipal University 5th Mile Tadong, Gangtok Sikkim-737103 EPBX: 03592-270294/231138/ Ext: 102 Tel: 03592-231938 Fax: 03592-231147 Email: registrar.smu@smu.edu.in</p> <p>2. Mr. Dip Narayain Singh, Assistant Registrar, APIO SMU/Distance Education, Tele: 03592- 231745 EPBX: 03592-270294/231138/ Ext: 158 Email: dipnarayain.singh@smudde.edu.in</p>
	<p>3. Prof (Dr) Sanjay Dahal Addl. Registrar & Asst. Public Information Officer Sikkim Manipal Institute of Technology Tele:03592-246220/Ext:262 Email: dahal.sanjay@gmail.com</p> <p>4. Dr. P S Srinath, Addl. Registrar, SMU/DDE, 1st Floor, Syndicate House, Manipal-576104 Karnataka. Email: srinath.ps@smu.dde.edu.in</p>

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2. PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES

- (a) **Establishment:** By the Sikkim Manipal University of Health Medical & Technological Sciences Act, 1995 (Act No. 9 of 1995). An ACT to establish and incorporate the Sikkim Manipal University of Health Medical & Technological Sciences at Sikkim. And amended by Sikkim Manipal University of Health Medical and Technological Science (Amendment) Act, 2009 Act No.13 of 2009 to read as ‘Sikkim Manipal University’.
- (b) **Headquarters:** The Headquarters of the University shall be at Gangtok in the State of Sikkim.
- (c) **Mission and objectives**
- (i) The objects of the University shall be to create a centre of excellence for providing health, medical care, educational and research facilities of a high order in the field of medical science and technology including continuing medical education, hospital administration, technological education and education in facilities like dental, nursing or any other subject to be started from time to time with the prior approval in writing of the respective accrediting bodies, if any, in the Union of India.
 - (ii) To develop patterns of teaching in the under-graduate, post-graduate levels and super-specialty of a high standard of medical education and also to develop patterns of teaching in under graduate and post –graduate levels of technology;
 - (iii) To provide for training in Para-medical and allied health sciences
 - (iv) To provide for training in technological sciences and allied fields
 - (v) To function as referral hospital and a specialized technical institution;
 - (vi) To provide for under-graduate, post-graduate and post-doctoral teaching and conduct of research in the relevant discipline of modern medicine and other allied sciences including inter-disciplinary fields of physical, biological and technological sciences.

(d) The powers and functions of the University shall be:-

- (i) To assist in administering and managing the Institute or Institutes and such other centers for research, education and instructions as are necessary for the furtherance of the objects of the University;
- (ii) To provide for instruction, teaching and training in such branches of knowledge or learning pertaining to medicine, technology health and allied sciences, as the University may think fit and to make provision for research, advancement and dissemination of knowledge of medicine and health etc;
- (iii) To hold examinations and to grant and confer degrees, diplomas or certificates and other academic distinctions on persons who have passed a course of study in the institutes, or carry on research subject to such conditions as the University may determine and to withdraw any such diplomas, certificates, degree of other academic distinctions on good and sufficient cause;
- (iv) To create a center of excellence for providing health, medical care, education and research facilities of high order in the field of medical sciences and technological institutions, including continuing medical education and hospital administration, dental, nursing and other faculties as may be deemed expedient by the Governing Council.

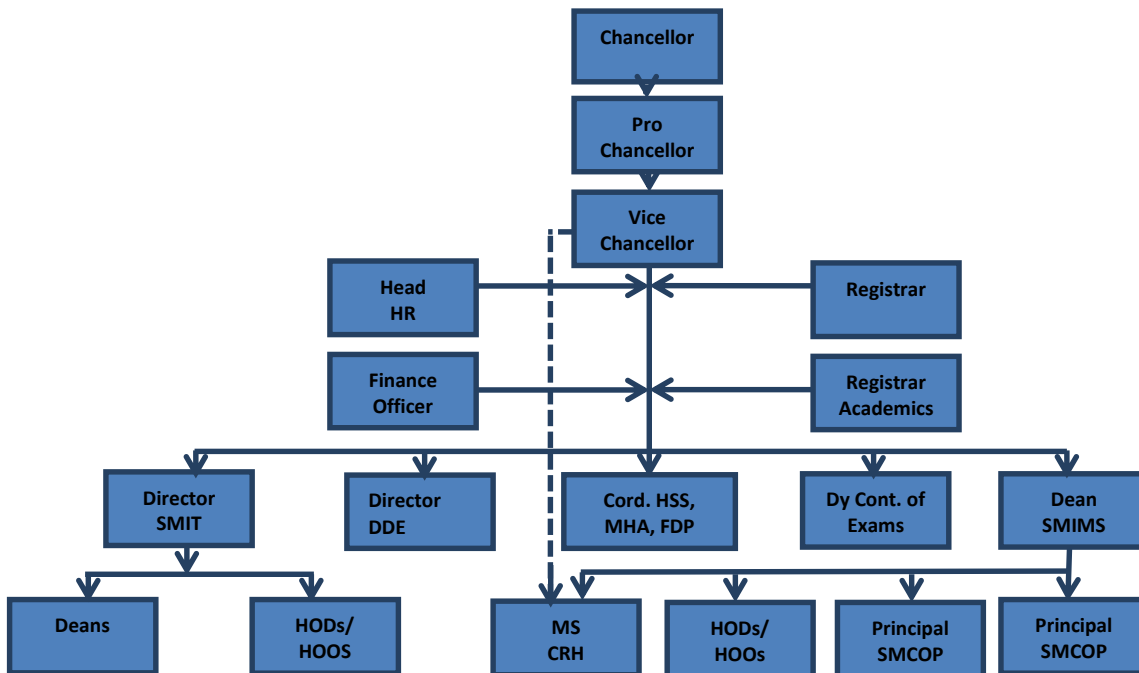
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e) **Services being provided by the University-**

- (i) Teaching
- (ii) Research
- (iii) Consultation

Organizational Structure – as specified in the SMU Act 1995 and shown in the chart below:



- f) Address of the University
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- g) University working hours
 Administration: 9:00 AM to 5:00 PM (Monday to Saturday)
 Sunday – Holiday
 Library: 10:00 AM to 6:00 PM
 Teaching: (as per academic planner)

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3. POWERS AND DUTIES OF THE OFFICERS

Officers of the University	<p>11. The following shall be the officers of the University, namely:-</p> <ul style="list-style-type: none"> (a) The Chancellor (b) The Pro-Chancellor (c) The Vice-Chancellor (d) The Registrar (e) The Dean of Faculty of Health Sciences (f) The Director (g) Such other persons as may be prescribed to be the officers of the University.
The Chancellor	<p>12. (i) The Governor of the State of Sikkim is the Chancellor of the University.</p> <p>(ii) The Chancellor will preside over the convocations of the University</p> <p>(iii) The Chancellor shall, once in every five years, may review the progress of the University in such manner as he may think fit.</p>
The Pro-Chancellor	<p>13. (i) The President or Chairman of the Manipal Pai Foundation shall be the Pro-Chancellor of the University.</p> <p>(ii) The Pro-Chancellor shall preside over the meeting of the Governing Council and Executive Committee and shall exercise such other powers and functions vested with him by or under the provisions of this Act.</p> <p>(iii) In the absence of the Chancellor, the Pro-Chancellor shall preside over the convocations of the University.</p>

The Vice - Chancellor	<p>14. (i) The Vice Chancellor shall be a whole time officer of the University.</p> <p>(ii) He shall be appointed by the Pro- Chancellor in accordance with the procedures prescribed in Section 10 of the Act.</p> <p>(iii) No person shall be appointed or hold office as Vice-Chancellor if he has attained the age of 65 years.</p> <p>(iv) The Vice – Chancellor shall, subject to pleasures of the Pro-Chancellor and the provisions of sub- section (3), hold office for a period of the five years. But he shall be eligible for re-appointment;</p> <p>Provided that no person shall be appointed as Vice – Chancellor for more than two terms:</p> <p>Provided further that no Vice – Chancellor shall be removed from the office except by an order passed on the ground of mis-behavior, mis- management, mis -capacity or otherwise after due enquiry by a serving or retired Judge of the Sikkim High Court, appointed by the Chancellor.</p> <p>(v) The emoluments and other service conditions of the Vice Chancellor shall be such as may be determined by the Pro- Chancellor in accordance with the regulation, if any, framed in this behalf and they shall not be varied to his disadvantage after his appointment.</p>
The Registrar	<p>15. (i) Registrar shall be a whole time officer of the University appointed by the Vice–Chancellor with the approval of the Executive Committee from out of a panel of not less than three persons recommended by the Vice-Chancellor to the Executive Committee. If none in the panel is approved by the Executive Committee within the time prescribed by the regulations, the Pro- Chancellor may in consultation with the Vice- Chancellor, appoint such person as he deems fit to be the Registrar.</p> <p>(ii) The emoluments and terms and conditions of the service of the Registrar shall be such as may be prescribed by the regulations.</p> <p>(iii) The Registrar shall be the ex-officio Secretary of the Executive Committee, the Academic Senate, the Finance Committee and the faculties, but shall not be deemed to be a member of any of these authorities.</p> <p>(iv) The Registrar Shall:-</p> <p>a. Comply with all directions and orders of the</p>

	<p>Executive Committee and the Pro- Chancellor</p> <ul style="list-style-type: none"> b. Be the custodian of the records, common seal and such other property of the University as the Executive Committee shall commit to his charge. c. Issue all notices covering-meeting of the Executive Committee the Academic Senate, the Finance Committee, the faculties, the Board of studies and of any committee, appointed by the authorities of the University. d. Keep the minutes of all meetings of the Executive Committee, the Academic Senate, the Finance Committee, the faculties and any committee appointed by the authorities of the University; e. Conduct the official correspondence of Executive Committee and the Academic Senate; f. Supply the Chancellor the copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meeting; g. Call a meeting of the Executive Committee forthwith in an emergency, when neither the Vice – Chancellor nor the Officer duly authorized is able to act and to take its directions for carrying on the work of the University; h. Be directly responsible to the Vice- Chancellor for the proper discharge of his duties and functions; and i. Perform such other duties as may be assigned, from time to time, by the Executive Committee or the Vice- Chancellor. <p>(v) in the event of the post of the Registrar remaining vacant for any reason, it shall be open to the Vice - Chancellor to authorize any officer in the service of the University to exercise such powers, functions, and duties of the Registrar as the Vice- Chancellor deems fit.</p>

<p>The Deans of Faculty – of Health Medical Sciences Dean of Faculty of Technology, Director of Sikkim Manipal Institute of Technology SMIT</p>	<p>16.</p> <p>(i) The Director of the Institute shall be appointed by Manipal Pai Foundation in accordance with the rules made by it in this behalf.</p> <p>(ii) The Director shall be an academic person possessing such qualifications as may be prescribed by the rules or regulations of the Medical Council of India.</p> <p>(iii) The Director shall be a whole time officer of the Institute and shall exercise powers of management and administration of the Institute.</p>
<p>Heads of Departments.</p>	<p>17. (i) There shall be a head of the department for each of the department in the University.</p> <p>(ii) The powers, functions, appointments and the conditions of service of the heads of the department shall be as prescribed by regulations.</p>
<p>Boards of Studies</p>	<p>18. (i) There shall be a Board of studies for each faculty in the University.</p> <p>(ii) The constitutions and duties of the Boards of studies shall be such as may be prescribed by regulation.</p>
<p>Other officers and employees</p>	<p>19. (i) Subject to the regulations made for the purpose, every other officer or employee of the University shall be appointed under a written contract setting out the conditions of service as prescribed by the regulations which shall be lodged with the University and a copy thereof furnished to the officer employee concerned.</p> <p>(ii) While making employments in the University and the Institution under it, the University shall safeguard the interest of the local people of the State.</p> <p>(iii) Any dispute arising out of the contract between the University and any of its officers or employees shall, at the request of the officer or the employees concerned, or at the instance of the University be referred to a Tribunal arbitration consisting of three members appointed by the Executive Committee.</p>

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4. AUTHORITIES OF THE UNIVERSITY

The Governing Council	<p>21. (i)The Governing Council shall be the supreme authority of the University.</p> <p>(ii)There shall be a Governing Council of the University, which shall consists of the following members, namely:-</p> <ol style="list-style-type: none"> a. The Pro- Chancellor b. The Vice Chancellor c. The Registrar d. Two nominees of the Government of Sikkim e. One nominee of the Manipal Pai Foundation f. The Dean of the Faculty of the Health Sciences g. The Dean of the Faculty of Technology h. Two experts to be nominated by the Pro-Chancellor i. Two Faculty members of the University nominated by the Pro-Chancellor from a panel of four nominees recommended by the Vice- Chancellor j. Two Faculty members to be nominated by the Academic Senate.
The Executive Committee	<p>22. (i)The Executive Committee shall be the chief executive body of the university</p> <p>(ii)Subject to the powers and functions of the Pro-Chancellor, the administration, management, control of the University and the income thereof shall be vested with the Executive Committee which shall control and administer the property and funds of the University.</p> <p>(iii)The Executive Committee Shall consist of the following members namely:-</p>

	<ul style="list-style-type: none"> a. The Pro- Chancellor. b. The Vice- Chancellor c. The Registrar d. Two nominees of the Government of Sikkim e. The Dean of the faculty of Health Sciences f. The Dean of the faculty of Technology g. The Finance Officer h. A nominee of the Manipal Pai Foundation <p>(iv)The Pro- Chancellor shall be the chairman of the Executive Committee.</p>
The Academic Senate	<p>23. The Academic Senate shall be the academic body of the University and it shall, subject to the provisions of this Act and the regulations have power of control and general regulation or and be responsible for the maintenance of standards of education, instruction and examination of the University and shall exercise such other powers and functions as may be conferred or imposed upon it by this Act or their regulations. It shall have the right to advise the Executive Committee on all academic matters.</p> <p>The Academic Senate shall consist of the following persons, namely:-</p> <ul style="list-style-type: none"> (i)Vice Chancellor- Chairman. (ii) Registrar- Secretary. (iii)Deans of the faculties. (iv)Four professors from the faculty members nominated by the Vice- Chancellor. (v)One nominee of Pro- Chancellor (vi)Four external experts nominated by the Pro-Chancellor.
The Finance Committee	<p>24. 1. There shall be a Finance Committee constituted by the Academic Senate consisting of the following namely:-</p> <ul style="list-style-type: none"> (i) Pro- Chancellor (ii) The Vice Chancellor (iii)The Finance Officer (iv)A nominee of the State Government of Sikkim (iv)Two nominees of the Governing Council. (v)One nominee of the Pro-Chancellor. <p>2. The members of the Finance Committee other than the ex-officio members shall hold office for a term of three years.</p>

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5. RULES AND REGULATION

Regulations how made	<p>26. Subject to the provisions of this Act, the Executive Committee shall have in addition to all other power vested in it, the power to frame regulations to provide for the administration and management of the affairs of the University.</p> <p>Provided that the Executive Committee shall not make any regulation affecting the status, power or the constitution of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the Executive Committee.</p> <p>Provided further that except with the prior concurrence of the Pro-Chancellor, Executive Committee shall not make and / or repeal any regulation affecting any or all or the following matters, namely:-</p> <ol style="list-style-type: none"> a. The constitution powers and duties of the Academic Senate and or the Pro- Chancellor b. The authorities responsible for organising the teaching in connection with the courses of the University and related academic programmes
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	<ul style="list-style-type: none"> c. The withdrawal of degrees, diplomas and certificates and other academic distinctions d. The establishment and abolition of faculties, department halls and institutions. e. The institution of fellowship, scholarships, exhibition, medals and prize. f. Conditions and modes of appointment of examiners or conduct or standard of examination or any other course of study. g. Mode of enrollment of admission of students.
Power to amend the schedules	<p>27. (i) The Governing Council may, with the previous approval of the Pro- Chancellor and the State Government, by notification amend either prospectively the Schedule.</p> <p>(ii) A copy of the Notification made under sub- section (1) shall be laid before the Legislature as soon as may be, after it is made.</p>

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6. MODE OF PUBLIC PARTICIPATION -

The Institute encourages public participation and guidance through members representing them in the board of government.

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7. OFFICIAL DOCUMENTS AND THEIR AVAILABILITY-

- (a) SMU Act of 1995, Rules and Regulations
- (b) SMU Annual Report
- (c) SMU Brochures
- (d) Calendar of programmes

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8. List of Members in the Governing Council, Academic Senate, Finance Committee, Executive Committee.

Members of Governing Council	Members of Academic Senate
1. Pro- Chancellor, Sikkim Manipal University	1. Vice Chancellor, SMU – Chairman
2. CEO & MD, MEMG	2. Dean, SMIMS
3. Vice Chancellor, Sikkim Manipal University	3. Director, SMIT
4. Advisor, MEMG	4. Registrar, SMU
5. Secretary, Dept. of Health Care, HS & Family Welfare, Govt of Sikkim	5. Director, NIT, Sikkim
6. Secretary, Human Resource Development Department, Govt. of Sikkim	6. Director, SMUDEDE
7. Registrar, Sikkim Manipal University	7. Head, Dept. of Civil Engineering (SMIT)
8. Dean, Sikkim Manipal Institute of Medical Sciences	8. HoD , Dept of AE &I Engg (SMIT)
9. Director, Sikkim Manipal Institute of Technology	9. Dean Academics, SMIT
10. Medical Superintendent, Central Referral Hospital	10. Head, Dept of Medicine, SMIMS
11. Dean (A), SMIT	11. Head, Dept of Psychiatry, SMIMS
12. Head, Dept of OBG, CRH	12. Principal, SMCON
13. Head, Dept of CE, SMIT	13. Principal Incharge, SMCPT
14. Head, Dept of Pathology, CRH	14. Dean Academics, SMUDEDE

Members of Executive Committee

1. Pro-Chancellor, SMU
2. CEO & MD, MEMG
3. Vice Chancellor, SMU
4. Director, Dept. of Health Care, HS & Family Welfare.
5. Director, Technical Education, Govt. of Sikkim
6. Dean SMIMS
7. Director, SMIT
8. Registrar, SMU
9. Medical Superintendent, CRH
10. Sr. Finance Officer, SMU

Members of Finance Committee

1. Pro- Chancellor, SMU
2. CEO, MEMG
3. Vice Chancellor, SMU
4. Advisor, MEMG
5. Secretary, Finance Dept. Govt. of Sikkim
6. Registrar, SMU
7. Dean, SMIMS
8. Director, SMIT
9. Finance Consultant, MEMG
10. Medical Superintendent, CRH
11. Sr. Finance Officer, SMU

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9. PUBLIC INFORMATION OFFICERS

- i) Appellate Authority -
Brig. (Dr.) S N Mishra
Vice Chancellor,
Sikkim Manipal University
5th Mile Tadong, Gangtok Sikkim-737102

- ii) Public Information Officer-
Prof (Dr) Ashis Sharma,
Registrar,
Sikkim Manipal University

- iii) Assistant Public Information Officer-
 1. Mr. Dip Narayan Singh
Assistant Registrar
Sikkim Manipal University /Distance Education

 2. Dr. Sanjay Dahal
Addl. Registrar
Sikkim Manipal Institute of Technology,
Majhitar, Rangpo, Sikkim-737136

 3. Dr. P S Srinath
Addl. Registrar, SMU/DDE
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10. PROCEDURE FOLLOWED IN DECISION- MAKING PROCESS –

Decisions are taken in the Governing Council through discussion and consensus.

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11.PAY STRUCTURE OF UNIVERSITY STAFF-

As approved by the Governing Council and adopted by the University.

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12.THE BUDGET ALLOCATED –

SMU is self-financed statutory authority which does not avail grants from the University Grants Commission.

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13.AVAILABLE SCHOLARSHIP -

Scholarships are granted to meritorious students.

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14. CONCESSIONS AVAILED BY THE UNIVERSITY –

Financial assistance in the forms of grants for implementation of programmes are sought and availed of from time to time as per needs/ contingencies of the University.

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15.NORMS/STANDARDS –

Norms and standards for the institutes as set by the academic committees as per guidelines provided by the Academic Senate and the regulating authorities viz. the Medical Council of India (MCI) and All India Council of Technical Education (AICTE), Nursing Council of India, the Indian Association of Physiotherapists, and University Grant Commission.

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16. INFORMATION AVAILABLE IN ELECTRONIC FORM –

All relevant information on the University activities are available on our
Website: www.smu.edu.in

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17.MEANS, METHODS AND FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION-

Citizens can obtain relevant information from functionaries of the University heading the different offices as well as the officers appointed as the information officers under the RTI Act.

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18.OTHER USEFUL INFORMATION –

Students, staff and all citizens can procure information on the university from the website: www.smu.edu.in