Symbiosis International University
Pune

Manuals prepared under
Section 4(1) (a) & (b) of
Central Government Information Act 2005

Appellate Authority
Dr. Bhushan Patwardhan
Vice-Chancellor

Registrar
Information Officer
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<th>Page Nos.</th>
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Information to be published in accordance with
Clause 4 (1) (b) of the
Right to Information Act, 2005

(1) PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES.

Name: Symbiosis International University

Address: Symbiosis Knowledge Village, Gram: Lavale, Tal.: Mukshi Dist.: Pune 4112115

Establishment: Vide notification no. F.9-12/2001-U.3 dated 6th May 2002,
And . F. 9-12/2006 dated 10th November 2006 issued by
the Ministry of Human Resource Development
(Department of Secondary & Higher Education)
Government of India

Officers: Chancellor .......... Dr. S.B.Mujumdar

Vice-Chancellor... Dr. Bhushan Patwardhan

Registrar..........
**Vision**

Symbiosis International University will be the preferred destination for all who aspire to excel.

**Mission / Goals**

Lead value-based pioneering efforts to

a. Facilitate intellectual stimulation to generate, maintain and disseminate knowledge.

b. Empower participants to meet the challenges of a collaborative and competitive globalized environment.

c. Synergize excellence amongst aspirants through world-class ambience.

d. Institute a culture of inclusiveness and provide wide access to higher education opportunities.

e. Foster sustainable environmental attitude.

f. Develop a unique university where the branches provide sustenance to the tree and bear fruits for all.

g. Initiate trends which impact global higher education policies and practices.

**Aims/Objectives**

a. To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, including undergraduate, postgraduate and research degree levels fully conforming to the concept of University.

b. To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the University education system; that is - academic engagement clearly distinguishable from programmes of an ordinary nature that lead to conventional degrees in arts, science, engineering, medicine,
dental, pharmacy, management, etc. routinely offered by conventional institutions.

c. To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by substantial number of full time faculty / research scholars (PhDs and Post Doctoral) in diverse disciplines;

d. To institute and confer Degrees and to grant Diplomas and / or Certificates to persons who have satisfactorily completed the approved courses and /or research as may be prescribed and shall have passed the prescribed examinations;

e. To offer Academic programmes which shall have sufficient scope for interdisciplinary learning and research;

f. To deliver the programmes based on innovative teaching and learning process and evaluation system;

g. To provide for instruction and training in such branches of learning as it may deem fit;

h. To undertake extra mural studies, extension programmes and field outreach activities to contribute to the development of society.

i. To establish and administer colleges /schools /departments /cells / Faculty /centres and institutes of higher education and specialized academic studies.

j. To promote curricular, co-curricular activities as also sports activities among the students;

k. To establish Departments of teaching of learning and specialized academic studies in India and other countries.

l. To establish Health Care Centres to undertake medical checkup of students and staff and promote awareness of positive health among students, teaching and non teaching staff.
m. To extend the benefits of knowledge and skills for development of individuals and society by associating itself closely with local and regional problems of development;

n. To promote national integration and preserve cultural heritage;

o. To build up financial self-sufficiency by undertaking academic and allied programmes and resource generative services in a cost effective manner;

p. To generate and promote a sense of self-respect and dignity amongst the weaker sections of the society including women;

q. To undertake educational, social, industrial, economic, rural development, co-operation, health, cultural activities/programmes.

r. To promote freedom, secularism, equality and social justice enshrined in the Constitution of India and to be a catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development;

s. To do all such other acts and things as may be necessary or desirable to further the objects of the University;

(2) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

Chancellor

a. The University shall have a Chancellor who shall, when present, preside over the convocations of the University but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society or Trust, shall hold office for a period of 5 years and shall be eligible for one more term.
b. Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institutions deemed to be University.

**Vice-Chancellor**

1. The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

2. The composition of the Search-cum-Selection Committee shall be:-
   
   1. A nominee of the Chancellor
   
   2. A nominee of Central Government; who shall be an eminent academic nominated by the Government in consultation with the UGC
   
   3. A nominee of the Board of Management

3. The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

   *Provided* that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

4. In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, and in his/her absence, the Chancellor may nominate, the Senior most Dean or, if there is no Dean, the senior most Professor/academician, shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.
4) **Director of the Institute/College/School:**

Subject to the supervision and general control of the University, the Director/Principal as an administrative and academic Head shall be responsible for:

(a) Academic growth of the Institute.
(b) Participation in the teaching work, research, and training programmes of the College.
(c) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by the College, for academic competence of the Faculty Members.
(d) Admission of students and maintenance of discipline of the College.
(e) Management of University Department Library / College Libraries, Laboratory, Gymkhana and Hostels, if any.
(f) Maintenance Receipts, expenditures of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
(g) Observance of provisions of Accounts Code.
(h) Correspondence relating to the administration of the Institute.
(i) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare of the College, and maintenance of records.
(j) Observance of the provision of MOA Regulations, Rules and other Orders issued there under from time to time.
(k) Supervision of College and University Examinations, setting of question papers, for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
(l) Assessing reports of teachers and maintenance of Service Books.
(m) Any other work relating to the Institute as may be assigned to him by the Competent Authority from time to time.
(n) Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the teaching staff.

(o) Observance and implementation of directives issued by Government authorities University and other concerned authorities.

(p) Safeguard the interests of teachers/non-teaching staff members of the Institute.

(q) Timely submission of information / returns to different authorities like Government / University / University Grants Commission / Ministry of HRD etc.

Registrar

i. The Registrar shall be a whole time salaried officer of the University and shall be appointed by the Board of Management on the recommendations of the Selection Committee.

ii. The Selection Committee shall consist of the following:
   a. Vice Chancellor – Chairperson
   b. One nominee of the Chancellor
   c. One nominee of the Board of Management.
   d. One expert appointed by the Board of Management who is not an employee of the University.

iii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the University.

iv. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
v. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.

vi. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

vii. **The following shall be the duties of the Registrar:**

1. To be the custodian of the records and the funds and such other property of the University as the Board of Management may commit to his/her charge;

2. To conduct the official correspondence on behalf of the authorities of the University;

3. To issue notices convening meetings of the authorities of the University and all Committees and sub-Committees appointed by any of these authorities;

4. To maintain the minutes of the meetings of all the authorities of the University and of all the Committees and sub-Committees appointed by any of these authorities;

5. To make arrangements for and supervise the examinations conducted by the University;

6. To represent the University in suits or proceedings by or against the University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;

7. To enter into agreement, sign documents and authenticate records on behalf of the University;

8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University;
9. To perform such other duties as may be specified in the rules or as may be assigned by the Board of management or the Vice Chancellor from time to time.

(f) Controller of Examinations

i. The Controller of Examinations shall be appointed by the Board of Management

ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be University.

iii. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

iv. The Controller of Examinations shall be a permanent invitee to the Board of Management.

(g) Finance officer

i. The Finance Officer shall be a whole time salaried officer of the University and shall be appointed by the Board of Management.

ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the University.

iii. The Finance Officer shall work under the direction of the Vice- Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.

iv. He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.

He/she shall be responsible for the management of funds and investments of University, subject to the control of Board of Management.
(i) PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

a. Decisions on Policy matters and academic programmes are made by the Board of Management on the recommendation of various authorities (bodies): Boards of Studies, Faculty, Academic Council, Planning & Monitoring Board, and Finance Committee.

b. Decisions on Administrative matters are made through office notes, initiated by an officer and put up to the Vice-Chancellor through (the Finance Officer, if the matter has financial implications), the Controller of Examinations (regarding examinations) the Registrar (for all other administrative matters).

(ii) NORMS SET FOR DISCHARGE OF FUNCTIONS.

   (i) Efficient and quick execution and disposal of all matters,
   (ii) Transparency,
   (iii) Impartiality and
   (iv) Objectivity.

(iii) RULES, REGULATIONS, INSTRUCTIONS, MANUALS, RECORDS, HELD AND USED FOR DISCHARGING FUNCTIONS.
(i) Guidelines, issued by the University Grants Commission and the concerned central statutory councils.

(ii) Rules of the University and various Byelaws, made there under.

(iii) Decisions are taken by the Board of Management on the recommendation of various authorities (bodies) of the University.

(iv) **CATEGORIES OF DOCUMENTS HELD.**

(a) General

(i) Memorandum of Association

(ii) Rules of the University

(iii) Bye-laws

(iv) Files of correspondence,

(v) Publications,

(b) Restricted documents that are under control of Registrar/Controller of Examination/Finance Officer as the case may be: -

(i) Minutes & proceedings of Planning and Monitoring Board, Academic Council, Finance Committee, Examination Committee and Board of Management.

(ii) Books of Accounts

   **Confidential**

   (i) Question papers

   (ii) Answer sheet of the students

   (iii) Examination Results.

(v) **PARTICULARS OF ARRANGEMENTS FOR CONSULTATION WITH OR REPRESENTATION BY MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF.**

The adequate representation of the members of the public on the various authorities of the University in relation to the formulation of the policy or implementation thereof.

(vi) **STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES, CONSISTING OF TWO OR MORE PERSONS, CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE ACCESSIBLE FOR THE PUBLIC.**

The bodies are:

(i) Boards of Studies, Research and Recognition Committee, Academic Council,

(ii) Finance Committee,

(iii) Planning & Monitoring Board, and

(iv) Board of Management.

*Meetings of these bodies are not accessible to members of the public.*
**Authorities of the University**

**Board of Management**

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position/Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Bhushan Patwardhan</td>
<td>The Hon’ble Vice Chancellor, SIU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pune - 411004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:vc@siu.edu.in">vc@siu.edu.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Mr. Pradeep Bhargav</td>
<td>Managing Director, Cummins Generator Technologies India Ltd., Godrej Eternia – C, B wing, 5th Floor, Wakdewadi, Mumbai-Pune Road, Shivajinagar, Pune – 411005</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 020 66246702, Mob: 9822029748, Fax: 020 66025331, Email: <a href="mailto:pradeep.bhargava@cummins.com">pradeep.bhargava@cummins.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Dr. P.J. Lavakare</td>
<td>Country Partner for Institute of International Education, India</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19, Khagol Society, 38/1, Panchavati, Pashan Road, Pune – 411008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 020 25887226, Mob: 9890460009, Email: <a href="mailto:lavakare@vsnl.com">lavakare@vsnl.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Dr. Mrs. Vidya Yeravdekar</td>
<td>Principal Director, Symbiosis, S. B. Road, Pune – 411004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:dr_vidya@symbiosis.ac.in">dr_vidya@symbiosis.ac.in</a></td>
</tr>
<tr>
<td>5</td>
<td>Mr. Ravi Pandit</td>
<td>Chairman &amp; Group CEO, KPI Cummins Info systems Ltd</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plot no. 35 &amp; 36, Rajiv Gandhi Infotech Park, Phase-1, MIDC, Hinjewadi, Pune – 411057</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 020 66525045/66525000, Mob: 9860090383, Email: <a href="mailto:ravi.pandit@kpitcummins.com">ravi.pandit@kpitcummins.com</a></td>
</tr>
<tr>
<td>6</td>
<td>Dr. Sanjay Dhande</td>
<td>Director, Indian Institute of Technology, Kanpur – 208016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 0512 - 2590763/2597220 PA, Email: <a href="mailto:sgd@iitk.ac.in">sgd@iitk.ac.in</a>, PA’s Mob: 9451877701</td>
</tr>
<tr>
<td>7</td>
<td>Ms. Swati Mujumdar</td>
<td>Director, Symbiosis Centre for Distance Learning, Symbiosis Bhavan, Model Colony, Pune – 411016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 020 66211179, Fax: 020 66211182, Email: <a href="mailto:director@scdl.net">director@scdl.net</a></td>
</tr>
<tr>
<td>8</td>
<td>Brig.(Retd.) K.K.V. Khanzode</td>
<td>Director, Symbiosis Institute of Geoinformatics, Atur Centre, Model Colony, Pune – 411 016</td>
</tr>
<tr>
<td>9</td>
<td>Dr. Rajiv Yeravdekar</td>
<td>Director, Symbiosis Institute of Health Sciences Senapati Bapat Road, Pune - 411004</td>
</tr>
<tr>
<td>10</td>
<td>Mr. Chandan Chatterjee</td>
<td>Director, Symbiosis Institute of Media &amp; Communication, Lavale, Pune</td>
</tr>
</tbody>
</table>
Members of Academic Council of SIU (w.e.f. 2009)

Dr. Bhushan Patwardhan  
Vice-Chancellor  
Symbiosis International University  
Pune

Dr. Uma Ganesh  
Chief Executive Officer  
Kalzoom Technologies Pvt. Ltd.,  
10, Talera Park,  
Kalyani Nagar,  
Pune 411 001

Ms. Priti Rao  
Flat No.8 & 9,  
“Cascade”,  
Wakad-Hinjewadi Road,  
Wakad, Pune 411 057  
(O) 20270119

Dr. S. S. Thigale  
Director, Symbiosis Spa  
Pune 411 007

Dr. Shashikala Gurpur  
Director, SLS  
Pune

Dr. Mrs. Rajani Gupte  
Director, SIIB,  
Pune

Dr. Rajiv Yeravdekar  
Director, SIHS  
Pune

Brig. KKV Khanzode  
Director, SIG  
Pune

Mr. Shirish Sahasrabudhe  
Director, ELITS  
Pune

Mr. Rajesh Panda  
Faculty, SIBM, Pune

Mrs. Ashwini Purandare  
Faculty, SIMS, Pune

Mr. Manoj Hudnurkar  
Faculty, SCMHRD, Pune

Mr. Avinash Aslekar  
Faculty, SITM, Pune

Ms. Shilpa Parkhi  
Faculty, SIOM, Nashik

Dr. Papiya Banerji  
Faculty, SIBM, Bangaluru

Mrs. Rajashree J.W.  
Faculty, SICSR, Pune

Dr. T.P. Singh  
Faculty, SIG, Pune

Mr. Prasanna Khamitkar  
Faculty, SID, Pune

Mr. Amit Kalyani  
Executive Director  
Bharat Forge Limited  
Pune Cantonment,  
Mudhwa, Pune 411 036

Dr. S. R. Dastane  
Director  
Naville Wadia Institute of Management  
PG Jog Marg, Pune 411 001  
(O): 26169949

Dr. H. M. Shaikh  
Quarter Gate Housing Society,  
Buildg. No. 3, Flat No.1, Pune 411 002
**Finance Committee:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Bhushan Patwardhan</td>
<td>Vice Chancellor</td>
</tr>
<tr>
<td>Shri. S. K. Jain</td>
<td></td>
</tr>
<tr>
<td>Shri. Deepak Gogate</td>
<td></td>
</tr>
<tr>
<td>Mrs. Neela Apte</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
</tr>
</tbody>
</table>

**DIRECTORY OF OFFICERS AND EMPLOYEES.**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Name</th>
<th>Telephone Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Chancellor</td>
<td>Dr. S.B. Mujumdar</td>
<td>Office-0205679653</td>
</tr>
<tr>
<td>02</td>
<td>Vice-Chancellor</td>
<td>Dr. Bhushan Patwardhan</td>
<td>Office-020-39116201</td>
</tr>
<tr>
<td>03</td>
<td>Registrar</td>
<td></td>
<td>Office-020-39116204</td>
</tr>
<tr>
<td>04</td>
<td>Controller of Examinations</td>
<td>Mr. Mahadev Kokkari</td>
<td>Office-020-39116203</td>
</tr>
<tr>
<td>05</td>
<td>Finance Officer</td>
<td>Mrs. Neela Apte</td>
<td>Office-020-39116220</td>
</tr>
</tbody>
</table>

(vii) **MONTHLY REMUNERATION RECEIVED BY EACH OFFICER AND EMPLOYEE, INCLUDING THE SYSTEM OF COMPENSATION PROVIDED IN REGULATIONS.**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Name</th>
<th>Monthly Remuneration</th>
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<tbody>
<tr>
<td>01</td>
<td>Chancellor</td>
<td>Dr. S.B. Mujumdar</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Vice-Chancellor</td>
<td>Dr. Bhushan Patwardhan</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Registrar</td>
<td></td>
<td></td>
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<tr>
<td>04</td>
<td>Controller of Examinations</td>
<td>M. Mahadev Kokkari</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Finance Officer</td>
<td>Mrs. Neela Apte</td>
<td>As per rules</td>
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</tbody>
</table>
(viii) BUDGET ALLOCATIONS, PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND DISBURSEMENTS MADE.

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Rs. in lakhs</th>
<th>Expenditure</th>
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<tr>
<td>Maintenance (Recurring)</td>
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<td>Maintenance (Recurring)</td>
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<tr>
<td>Development (Non-recurring)</td>
<td></td>
<td>Development (Non-recurring)</td>
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<tr>
<td>Deficit (Borrowings/Loan)</td>
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<tr>
<td>Total</td>
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<td>Total</td>
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(ix) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

The university does not receive any subsidy or grant from any agency. As such, there is no programme, which depends on any subsidy. The question of beneficiaries of such a programme, therefore, does not arise.

(x) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT (UNIVERSITY).

The University does not grant any concessions, permits or authorizations. Therefore, there cannot be any recipients of such concessions, permits or authorizations.

(xi) DETAILS OF INFORMATION, AVAILABLE TO OR HELD BY IT (UNIVERSITY), REDUCED IN AN ELECTRONIC FORM.

The information, generally available on the website of the University, besides the present information, is information relating to admission procedure and entrance tests for the courses of the University.
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 University does not maintain any library or reading room for public use.

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Officer</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appellate Authority</td>
<td>Dr. Bhushan Patwardhan</td>
</tr>
<tr>
<td>2</td>
<td>Information Officer</td>
<td>Registrar</td>
</tr>
<tr>
<td>3</td>
<td>Asst. Information Officer</td>
<td>Administrative Officer of the Respective Institute</td>
</tr>
</tbody>
</table>

Such other information such as prescribed.

(a) Other relevant information is available on University website.
(b) University website: www.siu.edu.in
Sample Application Form

To
The Public Information Officer,
Symbiosis International University,
Senapati Bapat Road,
Pune-411004

Sub: Request for providing Information on-

(1) 

(2) 

Dear Sir,

Please arrange to provide me the information on the subject as stated above. I enclose herewith demand draft/pay order No.----- dated ------ only as per prescribed for the above information.

You are requested to send the information at the following address mentioned below.

Thanking you,

Yours sincerely,

(Name )
Address
Telephone No.
Email-Id.
Encl:
Procedure and Fee Structure for getting information not available in the handbook of University.

The normal question that may arise in the mind of General Public have been on the Website siu.edu.in. Alternately, persons desirous of obtaining any other information not available in Website may send their request in writing address to the Vice-Chancellor, Symbiosis International University, Senapati Bapat Road, Pune 411004

The fee structure based on the Right to Information (Regulation of fee & Cost) Rules 2005, notified by the Government of India dated 16th September 2005 are given as under:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Application fee</td>
<td>Rs.10</td>
</tr>
<tr>
<td>Processing fees</td>
<td>Rs.50 per day of work.</td>
</tr>
<tr>
<td>A4 size paper (created or copied)</td>
<td>Rs.2</td>
</tr>
<tr>
<td>Information in floppy/Diskette</td>
<td>Rs.60</td>
</tr>
<tr>
<td>Printed material</td>
<td>Cost of printing or@Rs.2 per Page of photocopy for extracts From the publication.</td>
</tr>
<tr>
<td>Inspection of records</td>
<td>No fee for first hour, and a fee Of Rs.5/- for each fifteen minutes (for fraction thereof)</td>
</tr>
</tbody>
</table>

To obtain information, prescribed fees by way of cash against proper receipt or by Demand Draft or Bankers Cheque may be sent in favour of Symbiosis International University, Symbiosis Knowledge Village, Gram. Lavale, Tal. Mulshi, Dist. Pune.