

# **Rani Lakshmi Bai Central Agricultural University**

## **NH-75, Near Pahuj Dam, Gwalior Road, Jhansi-284003**

### **Right to Information Act, 2005**

#### **Particulars of the Organization**

The Rani Lakshmi Bai Central Agricultural University has been established in 2014 by an Act of Parliament under the Central Agricultural University Act 2014 (Act No. 10 of 2014). Like other Agricultural Universities, Central Agricultural University, Jhansi has the key objectives to impart education in different branches of agriculture and allied sciences, undertake research in agriculture, undertake programmes of extension education and promote linkages with national and international educational institutes. Whereas the objects of the institution known as the Rani Lakshmi Bai Central Agricultural University are such as to make the institution one of national importance, it is hereby declared that the institution known as the Rani Lakshmi Bai Central Agricultural University is an institution of national importance.

#### **Objectives**

The University objectives are clearly defined in the Act as follows:

- a. Impart education in different branches of agriculture and allied sciences as it may deem fit;
- b. Further the advancement of learning and conducting of research in agricultural and allied sciences;
- c. Undertake programmes of extension education in Bundelkhand in the districts of the States under its jurisdiction;
- d. Promote partnership and linkages with national and international educational institutions;
- and
- e. Undertake such other activities as it may, from time to time, determine.

#### **Vision**

The vision of RLBCAU is to establish itself as a centre of excellence with social commitment by integrating modern, scientific and technological knowledge and skills with the basic human ethos and values. The University shall set forth a model in teaching, research and personality development and create skilled human resource with a sense of responsiveness towards society, the country and the world at large.

#### **Mission**

The mission of the university is to be a center of Excellence in teaching, research and extension education in the field of agriculture and allied sciences. RLBCAU is also conscious of the importance of developing entrepreneurial and scholastic abilities for creation of knowledge, wealth and prosperity for the country as well as peace and happiness for human beings.

## **Powers**

The University shall have the following powers, namely:—

- (i) to make provisions for instructions in agriculture and allied sciences;
- (ii) to make provisions for conduct of research in agriculture and allied branches of learning;
- (iii) to make provisions for dissemination of the findings of research and technical information through extension programmes;
- (iv) to grant, subject to such conditions as it may determine, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of examination, evaluation or any other method of testing, on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinction for good and sufficient cause;
- (v) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- (vi) to provide lectures and instructions for field workers, village leaders and other persons not enrolled as regular students of the University and to grant certificates to them as may be prescribed by the Statutes;
- (vii) to co-operate or collaborate or associate with any other University or authority or institution of higher learning in such manner and for such purpose as the University may determine;
- (viii) to establish and maintain colleges relating to agriculture, horticulture, fisheries, forestry, veterinary and animal science, dairying, home-science and allied sciences, as necessary;
- (ix) to establish and maintain such campuses, special centres, specialized laboratories, libraries, museums or other units for research and instruction as are, in its opinion, necessary for the furtherance of its objects;
- (x) to create teaching, research and extension education posts and to make appointments thereto;
- (xi) to create administrative, ministerial and other posts and to make appointments thereto;
- (xii) to institute and award fellowships, scholarships, studentships, medals and prizes;
- (xiii) to determine standards of admission to the University which may include examination, evaluation or any other method of testing;
- (xiv) to provide and maintain residential accommodation for students and employees;
- (xv) to supervise the residential accommodation of the students and employees of the University and to make arrangements for promoting their health and general welfare;
- (xvi) to lay down conditions of service of all categories of employees, including their code of conduct;
- (xvii) to regulate and enforce discipline among the students and the employees and to take such disciplinary measures in this regard as it may deem necessary;
- (xviii) to fix, demand and receive such fees and other charges as may be prescribed by the Statutes;
- (xix) to borrow, with the approval of the Central Government on the security of its property, money for the purpose of the University;
- (xx) to receive benefactions, donations and gifts and to acquire, hold, manage and dispose of any property, movable or immovable including trust and endowment properties, for its purposes;
- (xxi) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

## **Officers / Authorities of the University**

**The following shall be the officers of the University, namely:—**

- (1) the Chancellor;
- (2) the Vice-Chancellor;
- (3) the Deans (The Dean of Colleges and Faculties)
- (4) the Directors (the Director of Education, the Director of Research, the Director of Extension Education)
- (5) the Registrar;

- (6) the Comptroller;
- (7) the University Librarian; and
- (8) such other officers as may be prescribed by the Statutes.

**The following shall be the authorities of the University, namely:—**

- (1) the Board of Management;
- (2) the Academic Council;
- (3) the Research Council;
- (4) the Extension Education Council;
- (5) the Finance Committee;
- (6) the Faculties and Board of Studies; and
- (7) such other authorities as may be prescribed by the Statutes.

## **Committees**

### **Board of Management**

- (1) The Board of Management shall be the principal executive body of the University.
- (2) The constitution of the Board, the term of office of its members and its powers and functions shall be prescribed by the Statutes.

### **Constitution, powers and functions of the Board of Management**

- (1) The Board shall consist of the following members, namely:—

- (i) the Vice-Chancellor, *ex officio* Chairman;
- (ii) Four Secretaries, from amongst the Secretaries in charge of the Departments of Agriculture and Animal Husbandry, Fishery and Horticulture of the States of Madhya Pradesh and Uttar Pradesh to be nominated by the Visitor by rotation:  
Provided that there shall not be more than two Secretaries from a State in the Board at a particular time;
- (iii) three eminent scientists to be nominated by the Visitor;
- (iv) one distinguished person representing Agro-based industries or a manufacturer having a special knowledge in agricultural development to be nominated by the Visitor;
- (v) the Deputy Director-General (Education) representing the Indian Council of Agricultural Research;
- (vi) one Dean of college and one Director to be nominated by the Vice-Chancellor on rotational basis;
- (vii) three persons including at least a woman representing farmers in Bundelkhand to be nominated by the Vice-Chancellor by rotation in the States of Madhya Pradesh and Uttar Pradesh:  
Provided that there shall not be more than two representatives from a State in the Board at a particular time;
- (viii) an Advisor (Agriculture), Planning Commission;
- (ix) a distinguished authority on natural resource or environment management to be nominated by the Visitor;
- (x) two persons not below the rank of Joint Secretary representing respectively the Departments of Government of India dealing with the Agriculture and Animal Husbandry to be nominated by the concerned Secretary to the Government of India;
- (xi) nominee of the Secretary representing the Department of Agricultural Research and Education, Government of India;
- (xii) the Registrar of the University–Secretary.

(2) The term of office of the members of the Board, other than *ex officio* members, shall be three years.

(3) The Board shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.

(4) Subject to the provisions of this Act, the Statutes and the Ordinances, the Board shall in addition to all other powers vested in it, have the following powers, namely:—

(i) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of University staff, subject to the approval of the Indian Council of Agricultural Research;

(ii) to appoint such teachers and other academic staff, as may be necessary, and Deans of colleges, Director and Heads of other institutions maintained by the University on the recommendations of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;

(iii) to create administrative, ministerial and other necessary posts and to make appointments thereto in the manner prescribed by the Ordinances;

(iv) to regulate and enforce discipline among employees in accordance with the Statutes and Ordinances;

(v) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose to appoint such agents as it may think fit;

(vi) to fix limits on the total recurring and the total non-recurring expenditure for one year on the recommendations of the Finance Committee;

(vii) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities, from time to time, as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investment from time to time;

(viii) to transfer or accept transfers of any movable or immovable property on behalf of the University;

(ix) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;

(x) to enter into, vary, carry out and cancel contracts on behalf of the University;

(xi) to entertain, adjudicate upon, and, if thought fit, to redress any grievances of the employees and students of the University;

(xii) to fix fees, honorarium, emoluments and travelling allowances of examiners or experts or consultants, advisors and officers on special duty;

(xiii) to select a common seal for the University and provide for the custody and use of such seal;

(xiv) to make such special arrangements as may be necessary for the residence and discipline of women students;

(xv) to delegate any of its powers to the Vice-Chancellor, Deans, Directors, Registrar or Comptroller or such other employee or authority of the University or to a Committee appointed by it as it may deem fit;

(xvi) to institute fellowships, scholarships, studentships, medals and prizes;

(xvii) to provide for appointment of Visiting Professor, Emeritus Professor, Consultant and Officers on Special Duty and Scholars and to determine the terms and conditions of such appointment;

(xviii) to exercise such other power and perform such other duties as may be conferred on it by the Act, or the Statutes.

### **Quorum for meetings of the Board**

Six members of the Board shall form the quorum for a meeting of the Board.

### **Academic Council**

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and Ordinances, have the control and general regulation of, and be responsible for, the maintenance of standards of learning, education, instruction, evaluation

and examination within the University and shall exercise such other powers and perform such other functions as may be conferred or imposed upon it by the Statutes.

### **Constitution and powers of the Academic Council**

The Academic Council shall consist of the following members, namely:—

- (i) the Vice-Chancellor, *ex officio* Chairman;
- (ii) all the Deans of the colleges of the University;
- (iii) the Director of Research of the University;
- (iv) the Director of Extension Education of the University;
- (v) the Director of Education;
- (vi) a Librarian to be nominated by the Vice-Chancellor on rotational basis;
- (vii) two eminent scientists to be co-opted from outside the University to be nominated by the Vice-Chancellor;
- (viii) seven Heads of the Departments, at least one from each Faculty to be nominated by the Vice-Chancellor;
- (ix) the Registrar of the University, *ex officio* Secretary.

(2) The term of office of the members of the Academic Council other than *ex officio* members shall be three years.

(3) Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:—

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-operative teaching among colleges and institutions, evaluation and improvements in academic standards;
- (b) to bring about inter-college co-ordination and establish or appoint Committee on academic matters;
- (c) to consider matters of general academic interest either on its own initiative or on a reference by a college or the Board and to take appropriate action thereon; and
- (d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residences, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.

### **Quorum for meetings of the Academic Council**

One-third members of the Academic Council shall form the quorum for a meeting of the Academic Council.

### **The Research Council**

The constitution, powers and functions of the Research Council shall be prescribed by the Statutes.

### **Constitution and Function of Research Council**

There shall be a Research Council of the University to exercise general supervision over the research policies and programmes of the University in the area of Agriculture and allied disciplines. The Research Council shall consist of the following members, namely:—

- (i) the Vice-Chancellor—Chairman;
  - (ii) Director of Extension Education—Member;
  - (iii) Director of Education—Member;
  - (iv) all Deans of the colleges of the University—Members;
  - (v) nominees of the State Governments not below the rank of Director—Members;
  - (vi) all co-ordinators of the Research teams of the University—Members;
  - (vii) two eminent agricultural scientists to be nominated by the Vice-Chancellor for three years—Members;
  - (viii) Director of Research—Member-Secretary.
- (2) The Research Council shall meet at least once in a year.

(3) One-third members of the Research Council shall form a quorum for the meeting of the Research Council.

(4) If a vacancy occurs due to resignation or otherwise the same shall be filled up for the remaining period.

### **Finance Committee**

The constitution, powers and functions of the Finance Committee shall be prescribed by the Statutes.

The Finance Committee shall consist of the following members, namely:—

(i) the Vice-Chancellor — Chairman;

(ii) Financial Advisor, Department of Agricultural Research and Education or his nominee not below the rank of Deputy Secretary;

(iii) three persons to be nominated by the Board, out of whom at least one shall be a member of the Board;

(iv) three persons to be nominated by the Visitor; and

(v) the Comptroller of the University—Member-Secretary.

(2) Three members of the Finance Committee shall form the quorum for meeting of the Finance Committee.

(3) The members of the Finance Committee, other than *ex officio* members, shall hold office for a term of three years.

(4) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.

(5) The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinise proposals for expenditure.

(6) Every proposal relating to creation of posts, and those items which have not been included in the Budget, shall be examined by the Finance Committee before they are considered by the Board.

(7) The annual accounts and the financial estimates of the University prepared by the Comptroller, shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Board for approval.

(8) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

### **The Extension Education Council**

The constitution, powers and functions of the Extension Education Council shall be prescribed by the Statutes.

#### **Constitution and function of the Extension Education Council**

There shall be an Extension Education Council of the University to exercise general supervision over the extension education policies and programmes of the University in the area of Agriculture and allied disciplines. The Extension Education Council shall consist of the following members, namely:—

(i) the Vice-Chancellor—Chairman;

(ii) Director of Research—Member;

(iii) Director of Education—Member;

(iv) all Deans of the colleges of the University—Members;

(v) nominees of the State Governments not below the rank of Director—Members;

(vi) farmers representatives from Bundelkhand and one woman social worker to be nominated by the Vice-Chancellor for a term of three years—Members;

(vii) two eminent scientists from outside the University to be nominated by the Vice-Chancellor for two years—Members;

(viii) Director of Extension Education—Member-Secretary.

(2) The Extension Education Council shall meet at least once in a year.

(3) One-third members of the Extension Education Council shall form a quorum for the meeting of the Extension Education Council.

### **The Board of Studies**

The constitution, powers and functions of the Board of Studies shall be prescribed by the Statutes. Each Faculty shall have a Board of Studies.

(2) The Board of Studies of each Faculty shall be constituted as under:—

- (i) Dean of Faculty — Chairperson;
- (ii) Director of Research — Member;
- (iii) Director of Extension Education—Member;
- (iv) all Heads of Departments of the Faculty not below the rank of Associate Professor—Member;
- (v) one representative of the Academic Council not belonging to the particular Faculty to be nominated by the Vice-Chancellor;
- (vi) two eminent scientists from agricultural education system not belonging to the University to be nominated by the Vice-Chancellor;
- (vii) one final year Post-Graduate student with Highest Overall Grade Point Average (OGPA) – Member;
- (viii) Assistant Registrar (Academic) of the Faculty – Member;
- (ix) Director of Education—Member.

(3) The functions of the Board of Studies shall be to recommend to the Academic Council, the course curriculum to be prescribed for various degrees to be offered by the concerned Faculty and to make suitable recommendations for the teaching of the prescribed approved course, namely:—

- (a) courses of studies and appointment of examiners for courses, but excluding research degrees;
- (b) appointment of supervisors of research; and
- (c) measures for the improvement of the standard of teaching and research.

### **Faculties**

The University shall have such Faculties as may be prescribed by the Statutes

### **Other authorities**

The constitution, powers and functions of other authorities of the University referred to in clause (7) of section 17 shall be such as may be prescribed by the Statutes.

### **University Building and Works Committee**

In order to expedite various activities related to infrastructural development of the University, the Board of Management under provisions of section 37 and para 12(4)(xv) of the Statutes of the Rani Lakshmi Bai Central Agricultural University Act-2014 vide resolution No. RLBCAU/BOM/3/8/2016 has approved the constitution of University Building and Works Committee.

#### **Responsibilities of the committee shall be:**

- a) be responsible for finalizing the plans and estimates of the various building projects approved by the University, or other funding agencies, for proper utilization of the Grants.
- b) be responsible for the maintenance and upkeep of the University buildings;
- c) Assess the cost of repairs, additions, alteration and demolition of the University buildings

## **University Internal Complaints Committee**

An Internal Complaints Committee (ICC) committee in the light of Gazette of India No. 171 and notification issued from the Ministry of Human Resources Development, New Delhi dated 2<sup>nd</sup> May, 2016, pertaining to University Grants Commission Regulations – 2015 on “Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students”.

### **Responsibilities of the ICC-**

The ICC shall:

- a) Provide assistance if an employee or a student chooses to file a complaint with police.
- b) Provide mechanism of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant’s rights, and minimize the need for purely punitive approaches that led to further resentment, alienation or violence;
- c) Protect the safety of the complaint by not divulging the person’s identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender
- d) Ensure the victims or witnesses are victimized or discriminated against while dealing with complaints of sexual harassment; and
- e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

## **Grievance Cell**

A Grievance Redressal Committee in the light of Section 5(1) (2) of the UGC (Grievance Redressal) Regulations 2012. The committee will follow the procedure in redressal of grievances as per UGC Notification 14-4/2012 (CPP-II) dated December, 2012.

## **Anti-Ragging Committee**

An Anti-ragging squad as per UGC Regulations 2009 on curbing the menace of ragging in Higher Educational Institutions under para 6.3(c). The anti-ragging squad perform the duties as specified in relevant clauses of para 6.3 of the UGC regulations for such squad.

## **Indian Council of Agricultural Research-All India Coordinated Research Projects**

1. ICAR-All India Coordinated Research Project (Chickpea)

## **CPIO/Appellate Authority**

1. Name of Appellate Authority with contact details      Dr. Mukesh Srivastava  
Registrar  
Rani Lakshmi Bai Central Agricultural University,  
Jhansi -284 003, Uttar Pradesh  
Telephone: 0510 -2730555
  
2. Name of Central Public Information Officer (CPIO), RLBCAU, Jhansi, address with contact details      Dr. Anshuman Singh  
Scientist  
Rani Lakshmi Bai Central Agricultural University,  
Jhansi -284 003, Uttar Pradesh  
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