

**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
THE RIGHT TO INFORMATION ACT,
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 drawn on Gwalior. It may be noted that the provisions of General Financial Rules and Manual of Office Procedure are applicable on the Institute, which deal 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 is 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 is 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) College Librarian

1. The College 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.
4. The College Librarian has also been designated as Records Officer of the Institute under the provisions of Public Records Act 1993 Act with effect from 6.4.2011 vide office order No. Admn./19/2007 dated 6.4.2011.

(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 not involving financial aspects, the channels of reporting are as under:

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

However, for non-academic activities involving financial aspects, the channels of reporting are as under:

Asstt. Registrar and/or Dy. Registrar → Registrar → Internal Audit → Finance Officer → Vice Chancellor

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

The Heads of each section namely HODs/Deputy Registrars/Assistant Registrar and other functionaries, 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:-

OFFICERS

Name	Designation	Office	Centrex	Residence	Centrex
Maj. Gen. S.S. Pawar, VSM (Retd.)	Vice Chancellor	4000900	900	4000901	901
		4000800	800	4000801	801
Dr. L.N. Sarkar	Registrar	4000902	902	4000929	929
Shri A.K. Saxena	Finance Officer	4000904	904	4000982	982
Shri M.P. Singh	Dy. Registrar (Estate)	4000996	996	4000907	907
Maj. (Dr.) Shashi Bhushan	Dy, Registrar (Academics & Proc.)	4000991	991	4000983	983
Shri V.S. Chauhan	Asstt. Registrar	4000970	970	4000971	971
Shri N.K. Tiwari	Asstt. Registrar (Acad & Conf.)	4000984	984	4025942	542
Shri N.L. Rohira	Asstt. Registrar (Admn. & Legal)	4000967	967	4000972	972
Shri K.K. Bhatia	Asstt. Registrar (Estate)/Finance	4000998	998	4025923	523

FAX

Vice Chancellor	4000990	Registrar	4000992	Finance Officer	4000994	Administration	4000995
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HEADS

Dr. Ramesh Pal	Department of Sports Biomechanics	4025946	546	4000933	933
Dr. A.K. Datta	Department of Phy. Edn. Pedagogy	4025948	548	4000909	909
Dr. Jasraj Singh	Department of RD&AS	4000975	2975	4000932	932
Dr. Manika Debnath	Department of Health Sciences & Yoga	4000808	808	4000915	915
Dr. V.K. Dabas	Department of Sp. Management & Mass Communication	4000803	803	4000938	938
Dr. Vivek Pandey	Department of Exercise Physiology	4000968	968	4000842	842
Dr. A.S. Sajwan	Department of Sports Coaching	4000887	887	4000955	955
Dr. (Ms.) Jayashree Acharya	Department of Sports Psychology	4000914	914	4000862	2862

OTHER FUNCTIONARIES

Dr. (Mrs.) I. Mazumdar	Director, Extension Services	4000981	981	4000935	935
Dr. J.P. Verma	Coordinator, ICT Centre & Statistics Centre	4000979	979	4000823	823
Dr. S. Mukherjee	Controller of Examinations	4000997	997	4000956	956
Dr. G.D. Ghai	Director, PYKKA Resource Centre	4000906	906	4000834	834
Dr. L.W. Vaz	I/c Placement Cell	4000936	936	4000905	905
Dr. (Mrs.) R. Asthana	I/c Health Centre	4000925	925	4000966	966
Dr. V.K. Shrivastava	Director, Extramural Section	4000993	993	4000953	953
Dr. Anil Sharma	College Librarian	4000920	920	4000951	951

HOSTELS**WARDENS**

International Hostel	4000942	942	Dr. Madan Singh Rathore	-	-
	4000941	941			
Aurobindo House	4000954	954	Dr. Birendra Jhajarhia	4000960	960
PG Girls Hostel	4000908	908	Dr. (Mrs.) Indu Bora	4000962	2962
Girls Hostel	4000940	2940	Dr. (Ms.) Jayashree Acharya	4000862	2862
Subhash House	4000947	947	Dr. Amar Kumar		
Shivaji House	4000948	948	Dr. Y.S. Rajpoot		

Pratap House	4000949	949	Dr. Pushpendra Purashwani	4025918	518
Azad House	4000958	958	Dr. Nibu R. Krishna	-	-
Vivekananda House	4000946	946	Dr. Madan Singh Rathore		
Bhagat Singh Hostel (Mess)	4000985	985			

SECTIONS					
Reception Admn. Building	4000903	903	Reception, Academic Building	4000806	806
Conference Hall (Main), Admn. Bldg.	4000934	934	Conference Hall (Mini), Acad. Bldg.	4000910	910
Conference Hall (Mini), Adm. Bldg.	4000959	959	Conference Hall (Main), Acad. Bldg.	4000950	950
Weight Lifting Hall	4000805	805	Residential Gate	4000931	931
UGC ASC	4000810	810	Security office	4000943	943
Internal Audit	4000911	911	VC Secretariat	4000959	959
Establishment./Personnel	4000912	912	Academic	4000963	4963
B&R	4000916	916	Supporting Staff	4000922	922
Registrar Secretariat	4000917	917	Central Store	4000926	926
Administration	4000918	918	Boys Mess	4000927	927
Accounts/DDO	4000919	919	Swimming Pool	4000928	928

GUEST HOUSES					
Reception	4000924	924	Room No. 5	4025905	505
Room No. 1	4025901	501	Room No. 6	4025906	506
Room No. 2	4025902	502	Room No. 7	4025907	507
Room No. 3	4025903	503	Room No. 8	4025908	508
Room No. 4	4025904	504	Room No. 9	4025909	509

RESIDENCES					
TEACHING STAFF			ADMINISTRATIVE STAFF		
Dr. (Mrs.) Vinita Bajpai Mishra	4000811	7811	Shri Rajesh Mittal	4000939	939
Dr. P.K. Das	4000813	7813	Shri Anant Jadhav	4000961	961
Dr. J.P. Bhukar	4000923	923	Shri B.S. Yadav	4000964	964
			Shri R.M. Saxena	4000973	973
			Shri Roshan Lal Verma	4000974	974
SUPPORTIVE STAFF			Shri A.S. Tomar	4000999	999
Shri Mohan Singh Gohar	4025929	529	Shri I.P. Garg	4000812	8120
Shri Jagdish Singh Rajpoot	4025932	532	Shri S.P. Mishra	4000815	2815
Shri Gajadhar Kushwah	4086809	5934	Shri G.P. Dubey	4000891	4891
Shri Ganga Ram	4025934	534	Dr. (Smt.) SP Verma	4025910	510
Shri Dinesh	4033170	171	Smt. Jyoti Tirkey	4025912	512
Shri Devendra Sharma	4025937	537	Shri S. Damle	4025913	513
			Shri S.K. Sharma	4025916	516
			Shri Rajesh Saxena	4025919	619
			Shri Anil Tripathi	4025920	520
			Shri Manoj Saxena	4025921	521
			Shri N.C. Jain	4025924	524
			Shri RBS Tomar	4025927	527
			Shri Ravi Shankar	4025928	528
			Shri A.K. Astiya	4025939	5939
			Shri Prakash Sharma	4025936	536
			Shri Ashok Sharma	4025943	543
			Shri R.S. Bhadoria	4025944	544
			Shri Pradeep Jaiswal	4030202	2202

(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 April 2011 and the monthly remuneration received by them for the month of April 2011 is as under:-

S.No.	Name of Employee	Designation	Gross Salary (in Rupees)
1.	Maj. Gen. S.S. Pawar, VSM (Retd.)	Vice Chancellor	84570
2.	Dr. L.N. Sarkar	Registrar	100083
3.	Sh. A.K. Saxena	Finance Officer	87013
4.	Dr. Ramesh Pal	Professor	95900
5.	Dr. A.K. Datta	Professor	101131
6.	Dr. (Mrs.) Indu Mazumdar	Professor	100581
7.	Dr. Jasraj Singh	Professor	96450
8.	Dr. J.P. Verma	Professor	93665
9.	Dr. S. Mukherjee	Professor	93665
10.	Dr. A.S. Sajwan	Professor	92679
11.	Dr. Vivek Pandey	Professor	91929
12.	Dr. V.K. Dabas	Professor	92679
13.	Dr. Manika Debnath	Professor	91929
14.	Dr. V.K. Shrivastava	Professor	91929
15.	Dr. G.D. Ghai	Professor	89754
16.	Dr. (Mrs.) Ranjana Asthana	Associate Professor-cum-Lady Medical Officer	106455
17.	Dr. (Mrs.) Indu Bora	Associate Professor	83684
18.	Dr. V.D. Bindal	Associate Professor & Physiotherapist	94448
19.	Dr. L.W. Vaz	Associate Professor	83766
20.	Dr. B. Basumatary	Associate Professor	90412
21.	Dr. Jayshree Acharya	Reader	85647
22.	Sh. Jaiprakash Bhukar	Asstt. Professor	40017
23.	Sh. Birendra Jhajharia	Asstt. Professor	40017
24.	Dr. (Mrs.) Vinita Bajpai Mishra	Asstt. Professor	40017
25.	Dr. Nibu R. Krishna	Asstt. Professor	40017

26.	Dr. Y.S. Rajput	Asstt. Professor	40017
27.	Dr. Pushpendra Purashwani	Asstt. Professor	40017
28.	Dr. (Kum.) Anindita Das	Asstt. Professor	40017
29.	Dr. Pramod Kumar Das	Asstt. Professor	40017
30.	Dr. Amar Kumar	Asstt. Professor	36982
31.	Dr. Madan Singh Rathore	Asstt. Professor	36982
32.	Dr. Deepak Sharma	Asstt. Professor	35032
33.	Dr. Anil Sharma	College Librarian	39562
34.	Sh. M.P. Singh	Dy. Registrar	61593
35.	Maj. (Dr.) Shashibhushan	Dy. Registrar	52578
36.	Sh. V.S. Chauhan	Asstt. Registrar	42840
37.	Sh. Nishikant Tiwari	Asstt. Registrar	38112
38.	Sh. N.L. Rohira	Asstt. Registrar	42840
39.	Sh. K.K. Bhatia	Asstt. Registrar	33959
40.	Sh. A.K. Astiya	Office Supdt.	29747
41.	Sh. Prakash Sharma	Office Supdt.	27710
42.	Sh. R.B.S. Tomar	Life Guard	43924
43.	Sh. R.M. Saxena	Personal Assistant	35483
44.	Sh. Rajiv Ranjan	Mess Supervisor	24175
45.	Sh. T.P.S. Tomar	Photographer	21593
46.	Sh. Rajesh Mittal	Personal Assistant	32963
47.	Sh. Satish Damle	Assistant	29444
48.	Sh. R.S. Bhadoria	Assistant	39246
49.	Sh. Manoj Saxena	Assistant	29662
50.	Sh. G.P. Dubey	Assistant	28619
51.	Sh. D.K. Patil	Assistant	21992
52.	Smt. Upma Bhadoria	Matron	18362
53.	Sh. Rajesh Saxena	Asstt. Librarian	22162
54.	Sh. N.C. Jain	Skilled Work Asstt.	23363
55.	Sh. Ravi Shankar	UDC	24310
56.	Sh. R.L. Verma	UDC	24310
57.	Smt. Jyoti Tirkey	UDC	21899
58.	Sh. S.K. Dohriya	UDC	19479
59.	Smt. Uma Yadav	UDC	17259
60.	Sh. Anant Jadhav	UDC	20770
61.	Sh. Ashok Sharma	UDC	18753
62.	Dr. (Smt.) Shashiprabha Verma	Lab Asstt.	29656
63.	Sh. R.K. Shukla	Lab Asstt.	31811
64.	Sh. A.S. Tomar	Lab Asstt. (Path.)	32546
65.	Sh. Atul Tripathi	English Stenographer	18154
66.	Sh. Bibhiti Bhushan Pradhan	English Stenographer	16172
67.	Sh. Manoj Ojha	Hindi Stenographer	18154
68.	Sh. S.P. Mishra	Technical Assistant	33749
69.	Sh. Edmon	Security Inspector	21457
70.	Sh. Pradeep Jaiswal	LDC	15071

71.	Sh. Yogendra Gorakhpuri	LDC	15071
72.	Sh. Deepak Chaturvedi	LDC	16129
73.	Sh. R.K. Sharma	LDC	13379
74.	Sh. Indraprakash Garg	LDC	15071
75.	Sh. Pankaj Banger	LDC	15071
76.	Sh. Avnish Sharma	LDC	14643
77.	Sh. M.S. Rana	LDC	20155
78.	Sh. S.K. Sharma	LDC	17892
79.	Sh. Anil Tripathi	LDC	14284
80.	Sh. S.C. Jha	Library Asstt.	19830
81.	Sh. B.S. Yadav	Driver	26043
82.	Sh. Omprakash yadav	Driver	12276
83.	Sh. R.S. Sengar	Electrician	19962
84.	Sh. R.P. Baghel	Electrician	17923
85.	Sh. Raghuv eer Jha	Skilled Work Asstt.	24097
86.	Sh. Prem Kumar	Skilled Work Asstt.	With-held
87.	Sh. Kriparam	Skilled Work Asstt.	15658
88.	Sh. Pawan Kumar	Skilled Work Asstt.	16564
89.	Sh. Munnalal/ Ganpat	Skilled Work Asstt.	17222
90.	Sh. Santosh Soni	Skilled Work Asstt.	17282
91.	Sh. Gangaram	Skilled Work Asstt.	17624
92.	Sh. Lalta Prasad	Skilled Work Asstt.	17222
93.	Sh. Prakash Kushwah	Skilled Work Asstt.	20211
94.	Sh. Anand Singh	Skilled Work Asstt.	17227
95.	Sh. Keshav Shakyawal	Skilled Work Asstt.	12261
96.	Sh. Gajadhar Kushwah	Skilled Work Asstt.	20653
97.	Sh. Ram Singh	Skilled Work Asstt.	17564
98.	Sh. Rajendra Singh	Skilled Work Asstt.	13763
99.	Sh. Santosh Dohre	Skilled Work Asstt.	12231
100.	Sh. Sitaram Thakur	Skilled Work Asstt.	12231
101.	Sh. Satya Prakash	Skilled Work Asstt.	13763
102.	Sh. Inder Singh Rana	Skilled Work Asstt.	12231
103.	Sh. Permanand	Skilled Work Asstt.	17564
104.	Sh. Narayan/ Shankarlal	Skilled Work Asstt.	17564
105.	Sh. Pannalal	Skilled Work Asstt.	17564
106.	Sh. Nawal Singh Kushwah	Skilled Work Asstt.	13763
107.	Sh. Komal Singh Baghel	Skilled Work Asstt.	13763
108.	Sh. B. Ravi	Skilled Work Asstt.	17969
109.	Sh. Devendra Sharma	Skilled Work Asstt.	15658
110.	Sh. Rambabu	Skilled Work Asstt.	17564
111.	Sh. Gandharv Singh	Skilled Work Asstt.	17564
112.	Sh. Devaram	Skilled Work Asstt.	17564
113.	Sh. Kanhiyalal Savita	Skilled Work Asstt.	14450
114.	Sh. Shivraj Singh	Skilled Work Asstt.	12231

115.	Sh. Mansingh Thapa	Skilled Work Asstt.	16111
116.	Sh. Bhagwan Singh	Skilled Work Asstt.	17564
117.	Sh. Munnalal/ Mess	Skilled Work Asstt.	17564
118.	Sh. Dinesh	Skilled Work Asstt.	17564
119.	Sh. Nekram	Skilled Work Asstt.	17308
120.	Sh. Preetam Singh	Skilled Work Asstt.	15868
121.	Sh. Vijay Bahadur	Skilled Work Asstt.	15868
122.	Sh. Tomato	Skilled Work Asstt.	17564
123.	Sh. Saboo Khan	Skilled Work Asstt.	17308
124.	Sh. Nandkishore	Skilled Work Asstt.	17564
125.	Sh. Jagdish Rajput	Skilled Work Asstt.	15658
126.	Sh. Mohan Singh Gohar	Skilled Work Asstt.	17123
127.	Sh. Pooran	Skilled Work Asstt.	17564
128.	Sh. Ravi	Skilled Work Asstt.	17564
129.	Sh. Betal	Skilled Work Asstt.	17222
130.	Sh. Ashok	Skilled Work Asstt.	15356
131.	Sh. Ramdas	Skilled Work Asstt.	17222
132.	Sh. Jogesh Kalyane	Skilled Work Asstt.	12231
133.	Sh. Naresh Khare	Skilled Work Asstt.	13763
134.	Sh. Amit Kumar	Skilled Work Asstt.	13763

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

S. No.	Name of Employee	Designation	Gross Salary
1.	Dr. Anurodh Singh Sisodia	Reader	
2.	Shri Sunil Singh Rana	Jr. Assistant	
3.	Shri Dinkar Gupta	Documentation Assistant	
4.	Ku. Ritika Pal	Steno Typist	
5.	Shri Ashok Kumar Sharma	Peon	
6.	Shri Hemant Rana	Hostel Attendant	

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

The LNUPE, Gwalior is a Scheme of Government of India under Ministry of Youth Affairs & Sports and the particulars of grant-in-aids received/allocated from the Ministry as well as other receipts viz-a-viz expenditures during the year 2010-11 are as under:-

Particulars	Receipts (Rupees in lakhs)	Expenditures (Rupees in lakhs)
Plan	2700.00	2700.25
NE	300.00	280.36
Non Plan	963.30	1100.24
Fees etc.	249.24	-

Further, the details of grant-in-aids allocated to the Institute for the financial year 2011-12 at BE stage and proposed expenditures/disbursements are as under:-

Particulars	Receipts (Rupees in lakhs)	Expenditures (Rupees in lakhs)
Plan	1500.00	1693.33
NE	1500.00	1512.80
Non Plan	963.00	1360.12
Fees etc.	235.00	

**(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. S.S. Pawar, VSM (Retd.), 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
