

# INFORMATION HANDBOOK

UNDER

RIGHT TO INFORMATION ACT, 2005



## National Sanskrit University

(A Central University)

TIRUPATI – 517 507 (A.P)

(WEBSITE: <https://nsktu.ac.in/>)

## INTRODUCTION

The National Sanskrit University, Tirupati, A Central University established under Central Sanskrit Universities Act, 2020, is a premier institution in the field of higher learning in Sanskrit studies, traditional sastras and Pedagogy. Its main aim is to protect, preserve and propagate the traditional knowledge hidden in the rich heritage of sastras to the future generation. It is fully funded by Ministry of Education through University Grants Commission.

This Hand Book has been prepared for information of the general public as required under the Right to Information Act, 2005 passed in the Parliament of India which provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of public authorities.

This information Hand Book will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the National Sanskrit University, Tirupati and related information. This information Hand Book is divided into XVII manuals. The Right to information act under section 2(h) covers all central, state and local govt. bodies and in addition to the executive, it also applies to the judiciary and legislature. It covers all bodies owned, controlled or substantially financed, either directly or indirectly by the government and non government organizations and other private bodies substantially funded, directly or indirectly by the government. This would seem to include private schools, hospitals and other commercial institutions that have got subsidies in the form of land at concessions rates or tax concessions, among others.

As required under the Act, **Commander Challa Venkateswar (Retd.), Registrar**, National Sanskrit University has been designated **as the First Appellate Authority** of the University. The Officers who are designated as CPIOs are available in the University website at <https://nsktu.ac.in/index.php/rti-act-cpios/> who can be contacted for information to be provided under the Act.

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## **MANUAL VI**

### **Section 4(1)(b)(vi)**

#### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

- Ordinances of the University
- Prospectus cum Admission Rules
- Annual Report of the University
- Annual accounts Audit Report

**NB:** Confidential matters pertaining to examinations, papers setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees will remain confidential and not available in the public domain.

#### **GENERAL ADMINISTRATION**

a) Category of documents related to Ministerial Correspondences, RTI & CPGRAMS, Appeals, Manpower Services, Projects, Guest Faculty/ Part time teachers, Accommodation, Purchase, Workshops & Trainings, Office orders & Circulars.

b) Category of documents related to Personnel Files, Service Registers, Pensioners Files, Leave Travel Concession Files, Promotion Files, Committees/Liaison Officers/Nodal Officers/Co-ordinator, Dean/Head, Pay Fixation, Children Education Allowance, E-Service Registers, Transfers file, Annual Property Returns, Annual Performance Appraisal Reports, Deputation and Forwarding applications, Advance files, Leaves.

c) Category of documents related to Advances Register, Asset Register, Imprest Register, UGC funds receivable Register, Salary bill register for Teaching and Non-Teaching, Pension bill register, Medical Register, GPF register, Children Tuition fee register, Scooter advance/Car advance / Computer advance/HBA advance register.

**The files /records/registers maintained by Office of Dean Students' Welfare for Vidyavaridhi (Ph.D) Scholars are as follows:**

- UGC Non-Net Fellowship
- UGC Scholarship

<b>S.NO</b>	<b>Name Of The Files</b>
1	Circular
2	UGC Non-Net Fellowship
3	UGC Scholarship
4	General Note Submitted
5	Office Orders & Correspondence Letters
6	Statistics
7	Miscellaneous/Systems
8	Bonafide Certificate
9	International Students
10	Dispatch Register
11	Purchase Register

**d) LIBRARY:**

**(A) CATEGORIES OF DOCUMENTS AVAILABLE:**

1. Books
2. Periodicals: Print/Online
3. Manuscripts

### **Various subjects of Library Collection:**

Vedas, Smritis, Upanishads: Darsanas like Nyaya, Mimamsa, Sankhya, Advaita, Visistadvaita and Dvaita; Sanskrit Epics like Ramayana, Mahabharata; Puranas like Vishnu, Brahmanda, Narada, Varaha, Garuda Agni, Vayu, Kurma, Siva etc; Jyotisha, Vyakarana, Chandas, CHampu; and Sanskrit literature such as poetry, Darama, Prose etc. The other subjects like Mathematics, Computer Science, Telugu literature, Education, History, Sociology, and Economics

### **LIBRARY WORKING HOURS**

Monday to Friday : 9.30 AM to 6.00 PM

#### **e) ACADEMIC SECTION:**

1. Agenda papers
2. Minutes Register
3. Constitution of Academic Council, appointment & acceptance of members.
4. Agenda, Minutes etc. of Boards of Studies
5. Syllabus copies
6. Correspondence File relating to constitution of BoS. etc.,
7. Notification for Admission into the various courses offered by the University (Placed in website for wide publicity among the public): In Electronic format.
8. File relating to Admission Notifications (approval, sanction etc.,)
9. Files relating to printing of prospectus, application, approval, sanction etc.
10. Sale of application Registers
11. Receipt of applications for Admissions (Inward)
12. File relating to Admissions to various regular courses (scrutiny, appointment of Admissions Committees, date of interview etc.)
13. File relating to Admission of Research Scholars, Appointment of Committees etc.,
14. Admission Registers
15. Students' List Register
16. File relating to appointment of Time Table Committee, approval etc.,
17. File relating to Preparation of Attendance Registers for all courses
18. Attendance registers of students for various courses.
19. File relating to payment of scholarships, sanction, approval,

disbursement

20. Scholarship Registers class wise, consolidated etc.,
21. Scholarships to students of Scheduled Castes, Scheduled Tribes, Backward Classes, Other state scholarships
22. File relating to correspondence with regard to other scholarships
23. Register for payment of scholarship other than University scholarship
24. File relating to preparation of 'Students Hand Book' – Issue register
25. Issue Register of Railway Concession Forms
26. File relating to preparation of 'ALMANAC' etc.,
27. File relating to declaration of vacation/holidays etc.,
28. File relating to constitution of 'Vagvardhini Parishad'
29. File relating to constitution of 'Pattabhirama Sastri Extension Lecture Series'
30. File relating to constitution of 'Shastrartha Goshtis'
31. Annual Day celebrations & cultural day celebrations
32. Deputation of students to other universities for participating in various cultural and sports competitions – Correspondence file
33. Correspondence file with regard of University courses

**f) Miscellaneous files and registers Viz.**

1. Inward and Outward Correspondence register
2. Stock Register
3. File relating to 'Ragging of students
4. Constitution of disciplinary committee, action taken etc.,
5. File relating to sexual harassment of woman students and staff- constitution of committee, action taken
6. File relating to Implementation of Official Language
7. File relating to celebration of 'Hindi Week' – Nomination of Coordinator conducting of competitions, award of prizes etc.
8. File relating to submission of quarterly report on the implementation of Hindi in the University.
9. Preparation of statistical information pertaining to NAAC Committee

**g) ACCOUNTS:**

**a. Monthly remuneration:**

The University is fully funded by UGC. The salary to the employees are being paid as per the UGC scales to Teaching and as per Central Government scales to the Non-Teaching staff. Details are available at Section 4 (1) (b) (X).

## **b. The Budget allocation:**

The Budget will be allotted by the UGC to run the activities of the University and it is also available at Section 4 (1) (b) (XI).

## **h) ENGINEERING SECTION:**

The correspondence with the CPWD with regard to the construction works along with the plans, estimates, form-65 received for the same (balance/expenditure statements) completion reports and others received from the CPWD.

All the correspondence with the UGC/Ministry with regard to civil works pertaining to plan grants along with the plans and estimates.

All the files relating to special repairs/campus development works, other maintenance works (civil) executed in the University.

## **e) EXAMINATION SECTION**

The examination system of the University is designed to assess the students' progress in each semester through continuous internal assessment by the teacher concerned and assessment of final examination at the end of the semester/academic year.

In each paper of the final examination, total 100 marks are divided into 25 and 75 for continuous internal (IA) and external assessment (EA) respectively for all semester examinations.

### **Internal Assessment**

The teacher is free to conduct any kind of written test like home assignment, class room test etc to assess the students' progress. The marks awarded to students must be sent through the Head of the Department to the Controller of Examinations before the conduct of final examination.

### **Final Examination**

1. At the end of each semester a final examination of each paper will be conducted.
2. The question papers will be set for 75 marks following instructions laid down by the academic council.
3. Maximum duration to write examination will be three hours.

4. The answer scripts of the final examination will be evaluated by an expert appointed by the Vice Chancellor.
5. Final examinations will be conducted in a cyclic order, i.e., I, III, V semester examinations in Nov./Dec. and II, IV, VI semester examinations in April/May.

### **Minimum Pass Percentage**

1. Students of Acharya courses and P.G. Diploma Courses must obtain a minimum of 35% of marks in each paper and 40% of marks in aggregate in order to pass in respective courses.
2. Students of Sastri and B.A. courses must secure a minimum of 30% of marks in each paper and 35% in aggregate in each part in order to pass in the respective courses.
3. Students of Prak-Shastri course are required to obtain a minimum of 30% of marks in each paper and 35% of marks in aggregate in order to pass the course. The same rule is applicable to other certificate courses also.
4. The paper where practical are also involved shall be declared to have been passed if minimum passing percentage is secured in both.
5. No minimum passing marks is required in internal assessment. However for Prak shastri & Shastri 30%, Acharya 35% of marks required in external assessment. It is decided to determine the result on the basis of the marks in total of Internal assessment and External assessment.
6. In marks memorandum, Internal Assessment & External Assessment will be shown separately.

### **Revaluation**

Request for revaluation should be submitted within one month after announcement of results. No request made after the deadline notified by the examination section will be entertained. The examiner appointed by the Vice Chancellor will evaluate the answer scripts. The fees for such revaluation for semester examination shall be Rs.125 per paper and annual examination shall be Rs.150.

### **Improvement / Supplementary Examination**

1. Failed students must write their supplementary examinations when examination cycle comes, along with their regular semester examination.



2. All students are allowed to write examination for any number of passed papers of any semester to improve the marks.

### **Promotion**

All students will be promoted to the next semester classes irrespective of their backlogs.

### **Scholarship**

The student who fails in any Semester examination will not be eligible for scholarship for the next semester. However, for any one semester, students are exempted from this rule. In other words, students failed in a semester will be eligible for the scholarship, provided that they should have passed in all previous semester examinations.

### **Rank, Prize & Medal Etc.**

For the purpose of award of medals, prizes, ranks and special awards etc., students must obtain more than 50% in aggregate in single attempt

### **Classification of Division**

The results of successful candidates will be classified as indicated below on the basis of the aggregate marks obtained by them.

75 and above	-	Distinction
60 and above(Less than 75) Division	-	First
50 and above(Less than 60) Division	-	Second
Between 50 - 35 Division	-	Third
Less than 35	-	Fail

The University is conducting examinations for the following sastras / modern subjects on regular and part time basis every year for the students admitted as per their choice.

1. Sahitya	2. Vyakarana	3. Phalita Jyotisha
4. Siddhanta Jyotisha	5. Advaita Vedanta	6. Visistadvaita Vedanta
7. Dvaita Vedanta	8. Nyaya	9. Siksha Sastra
10. Agama	11. Veda Bhashyam	12. Archakatva & Paurohitya
13. Yoga & Meditation	14. English Literature	15. Telugu Literature
16. Hindi Literature	17. Mathematics	18. History
19. Computer Sciences & Applications		20. Sabdabodha

i. Courses for which examinations being conducted through regular system:

- a. Prak Shastri – 2 years
- b. Sastri – 3 years
- c. Acharya – 2 years
- d. M.A. in Sanskrit – 2 years (Sabdabodha systems & Language technology)
- e. Siksha Sastri – 1 year
- f. Siksha Acharya – 1 year
- g. Master of Philosophy (M.Phil.) – 1 year
- h. Vidyavaridhi – 3 years (min.) and max. of 5 years
- i. Certificate course in Temple culture – 1 year
- j. Diploma in Temple culture – 1 year
- k. Certificate course in Archakatva & Pourohitya – 1 year
- l. Certificate course in Yoga – 1 year
- m. Diploma in Yoga – 1 year
- n. P.G. Diploma in Web Technology in Indian Languages – 1 year
- o. P.G. Diploma in Research Methodology & Manuscriptology–1Yr.
- p. Certificate course in Functional English

ii. Courses for which examinations being conducted under Directorate of Distance Education:

- a) Prak Shastri – 2 years
- b) Shastri - 3 years
- c) B.A. – 3 years
- d) Acharya – 2 years
- e) Acharya (OUS) – 2 years
- f) Diploma in Sanskrit – 1 year
- g) Diploma in Pancharatra Agama – 1 year
- h) Diploma in Yoga Vijnana – 1 year

iii. Pre printed stationery for (a) Mark Sheets and (b) Provisional Certificates with more security features and related program in the Computer in Visual Basic, Word and MS – Access - Pre-printed stationery maintenance register

iv. Examination applications duly filled in along with Xerox copies of eligible certificates.

- v. Verification file (genuinity of the Certificate)
- vi. Year-wise attendance sheets of the students during examination–file
- vii. Preparation of time table for examinations – file
- viii. Results declaration – file
- ix. Note approvals - file
- x. Office Order – file
- xi. Cancelled certificate file
- xii. UGC Statistical Information file consists of
  - a. Statistical Information with regard to pass percentage of students
  - b. Statistical information with regard to male & female students –BCs, SCs, STs etc.

**Particulars of facilities available to citizens for obtaining information:**

- (i) Results of the students
- (ii) Fee structure for the examinations
- (iii) Ph. D. notification
- (iv) Examination commencing & Issue of applications notification
- (v) Examination time table.

**f) The Other Offices/Departments/Officers:**

- Centre for Online and Distance Education (CDOE)
- Centre for Sastra Parirakshana
- Centre for Sanskrit Language Promotion (CSLP)
- Health Centre
- DSW
- Chief Warden
- Proctor
- SC/ST/OBC/PWD Liaison Officers

Details of the above are available in the University ordinance at  
<https://nsktu.ac.in/wp-content/uploads/2022/06/Revised-Ordinace.pdf>

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