

CENTRAL INFORMATION COMMISSION
Club Building, Opposite Ber Sarai Market,
Old JNU Campus, New Delhi - 110067.
Tel: +91-11-26161796

Decision No. CIC/SG/C/2010/000334/7162
Complaint No. CIC/SG/C/2010/000334

Complainant : Mr. AN Prasad
A 311, Meera Bagh
New Delhi 110087

Respondent : Vice Chancellor
University of Delhi
Delhi 110007

Background:

The Commission has received a letter dated 15 March 2010 from Mr. AN Prasad in which he has stated that the Rules of Internal Assessment which are applicable in the University of Delhi are not easily available to students. The Commission has registered the same as Complaint No. CIC/SG/C/2010/000334.

Decision:

Complaint is allowed.

The Ordinance of Internal Assessment and the rules therein would fall under the following categories of information defined under Section 4(1)(b) of the Right to Information Act –

- (iii) the procedure followed in the decision making process, including channels of supervision and accountability’ -*
- (iv) the norms set by it for the discharge of its functions;*
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;*

Therefore, the Ordinance of Internal Assessment and the rules therein should be readily available in the public domain and particularly to students of the University of Delhi. Since each person does not have access to Internet, this Ordinance and Rules should not only be available on the website of the University but also at various places in the University/college campuses. The Commission under the powers given to it under section 25 (5) of the RTI Act recommends the following:

I. The contents of Ordinance VIII-E of the University of Delhi must be inscribed/painted etc. on a sign board which shall not be less than 4ft x 10ft in dimension, to be installed at the following locations having maximum visibility, under Section (4) of the RTI act 2005, as it affects a large number of students of the University of Delhi:

(a) All post graduate departments/centers which are covered under the said Ordinance -installed preferably near the office of the Dean/Principal or at the entrance of their respective libraries.

(b) All central libraries of the University, which serve courses/departments which are covered under the said ordinance.

(c) Office of the Dean (Examinations), preferably near the window counters dealing with students.

(d) All undergraduate colleges, preferably near the Principal's office or entrance of their respective libraries.

The sign boards will remain in place and maintained by the head of the public authority/ head of institution/department, so long as the said ordinance is in force. The sign board should also display the following information:

- i) Suggestions and feedback maybe sent to Dean (Examinations) at dean_exam@du.ac.in
- ii) Contact details of the college Monitoring Committee for internal assessment.

II. a) Hard copies of Ordinance VIII-E of the University of Delhi and excerpts of Ordinance VII.2.(9)(a)(i) of the University of Delhi and consolidated orders/information booklets/notifications/any other documents with respect to the said ordinance will be placed in the libraries of all undergraduate colleges and post graduate departments/centers, including all central libraries of the university.

b) Sign board measuring not less than 1.5ft x 1 ft, should be displayed at a prominent location, preferably at the entrance of the libraries, notifying the availability of these documents and their exact location.

c) The board will also mention the exact link/URL to the page on the website of the University/college where the said information is available.

This will be maintained by the head of the public authority/ head of institution/department or the officers so directed by them in writing, so long as the said ordinance is in force.

Furthermore, to ensure better implementation of the Right to Information Act you are directed to ensure the following:

a) A sign board shall be installed, mentioning the Name(s), designation(s), contact details including the office address/room number, availability hours and telephone numbers of the Central Public Information Officer(s), Central Assistant Public Information Officer(s) and First Appellate Authority, as the case may be, who have been notified under the RTI Act 2005. (In case of a change of PIO or Appellate Authority, the sign board will be updated within ten days of the said change.)

b) Information regarding the requisite fees to be paid under various provisions of the RTI Act 2005, modes of payment and the office where such fee will be accepted.

c) Information about the Section 4 Information Handbook/manuals; its location and time when it can be accessed should be also mentioned on the board. The exact link/URL to the page on the website of the college/ department where the information handbook can be viewed will also be mentioned. No acronym/abbreviation should be used.

d) This sign board shall be made both in English and Hindi and shall be installed at a location having maximum public view.

This will be maintained by the head of the public authority/ head of institution/department as the case may be, or the officers so directed by them in writing, so long as the RTI act is in force. This will be applicable to the following

- i) All post graduate departments/centers. (Installed preferably near the office of the Dean/Principal or at the entrance of their respective libraries.)
- ii) All central libraries of the University.
- iii) Office of the Dean (examinations), preferably near the window counters dealing with students.
- iv) All undergraduate colleges, preferably near the Principal's office or entrance of their respective libraries or a place having maximum public view.
- v) All other non- administrative and administrative units and offices of the University of Delhi which are not mentioned above.

The afore-mentioned information should be made available as directed above **before 16 April 2010**. You are requested to take appropriate steps to ensure that the required information i.e. the consolidated list of all the orders/ information booklets/ notifications/any other documents issued with respect to the said Ordinance is sent by the custodian of the records (such as the Dean (Examinations)) to all colleges/departments/libraries etc. as mentioned above within a reasonable time to ensure compliance of this direction. I look forward to receiving a Report from you on the action taken on this direction by **23 April 2010**. You may send the Report to rtimonitoring@gmail.com. I look forward to your continued cooperation to make sure that the RTI Act is implemented in its full spirit in your institution.

Shailesh Gandhi
Information Commissioner
17 March 2010