



Means, methods and facilities available to citizens for obtaining information:

All important notices and circulars issued by the University are placed on the Notice Boards. The Relevant brochures and various other bye-laws are available in printed form. Library and reading rooms provided only for the students, faculty and staff members of Karunya University and not open for public use.

Procedure for Accessing Information:

The person seeking information may apply in writing in a Form appended below or on plain paper or through electronic means in English or Hindi or in the Official language of the area, to the Public Information Officer of Karunya University. The application has to be accompanied with prescribed fee (at present a fee of Rs.10/-) towards cost of processing the request.

The schedule of fees for various printed documents can be obtained from the Public Information Officer of Karunya University. A nominal fee will be charged for supply of the information as below:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, Karunya University, Karunya Nagar, Coimbatore, Tamil Nadu-641114.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable to the Registrar, Karunya University, Karunya Nagar, Coimbatore, Tamil Nadu-641114, at the following rates —
 - a. Rupees two for each page (in A-4 or A-3 size paper);
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models; and
 - d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Registrar, Karunya University, Karunya Nagar, Coimbatore, Tamil Nadu-641114. at the following rates –
- a. For information provided in diskette or floppy rupees fifty per floppy or CD; and
 - b. For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

The BPL candidates need not pay the fees, however they have to attach a photocopy of the certificate or ration card issued by the government.

REQUISITION FORM
Right to Information Act, 2005

Name of the Applicant:

Date:

Postal address with Pin code

Telephone No.

Email:

To: PIO

Details of Information Required:

S.No.	Brief title of the subject	Printed/electronic format

Signature of the Applicant: _____

For Office Use

Application Received on..... Time

Time required to furnish information.....

Fees Prescribed (if any):.....

Name of the PIO

Signature: _____ Date.....

**Right to Information Act, 2005
(For Office Use)**

Name of the Department:

Date:

As per the Act, the following information is requested:

Time:

S.No.	Brief title of the subject	Printed/electronic format	Time limit

Name of the PIO

Signature:

Date:

(For Department use)

Name of the Department:

Submission of Information requested:

S.No.	Brief title of the subject	Printed/electronic format	Remarks

Name of the Head of the Department/Section:

Signature:

Date:

To: PIO