INFORMATION PUBLISHED IN PURSUANDE OF SECTION 4 (1) (b) OF RIGHT TO INFORMATION ACT, 2005

INTRODUCTION

This Information Handbook has been prepared in pursuance of section 4(1) (b) of the Right to information (RTI) Act, 2005, to enable the citizens of India to access the information under the control of the University, in order to promote transparency and accountability in the working of Karunya University.

It is hoped that the information put under the public domain through Karunya University Website would facilitate the citizens to access information through electronic mode, thereby avoiding, to the extent possible, inconvenience to ask formally for such information as may be already open to them.

While compiling the information due care has been exercised. However, if any mistake has crept into due to inadvertence, it is subject to correction.

This Information Handbook is divided into 17 manuals as per requirement of Section 4(1)(b) of the Right to information (RTI) Act, 2005.

Any citizen who wishes to seek information under the Right to Information Act, 2005 can submit application in writing to the Public Information officer of Karunya University, accompanying such fee as may be prescribed.

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.

Karunya University will endeavor to provide the information in the shortest possible time subject to maximum of 30 days.

Contact persons for getting more information:

Public Information Officer (PIO):

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Contact details</th>
<th>Address</th>
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<tbody>
<tr>
<td>Mr. Daniel Savanam</td>
<td>Officer-in-Charge of</td>
<td>Phone 0422-2614380 Fax 0422-2615615 Email <a href="mailto:danielsavanam@karunya.edu">danielsavanam@karunya.edu</a></td>
<td>Administrative Block Karunya University, Coimbatore - 641114.</td>
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<tr>
<td></td>
<td>Grievance Redressal Cell</td>
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First Appellate Authority (FAA):

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<th>Name</th>
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<th>Contact details</th>
<th>Address</th>
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<tbody>
<tr>
<td>Dr. Joseph Kennady</td>
<td>Registrar</td>
<td>Phone 0422-2614300 Fax 0422-2615615</td>
<td>Administrative Block Karunya University, Coimbatore - 641114.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email <a href="mailto:registrar@karunya.edu">registrar@karunya.edu</a></td>
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