

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR

(A++ NAAC ACCREDITED DEEMED TO BE UNIVERSITY)

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GOVERNMENT OF INDIA, MINISTRY OF YOUTH AFFAIRS AND SPORTS



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OF RIGHT OF 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 Lakshmibai National Institute 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, LNIPE 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 demand draft or bankers cheque or postal order (not crossed) payable to the Registrar, LNIPE, 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) 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. price fixed for a publication or rupees two per page of photocopy for extract from the public issue;
- 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;
- g. postal charge involved in supply of information that exceeds fifty rupees.

(i) THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

Lakshmibai National Institute 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.

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 with prior approval of UGC/MHRD.

(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 allied course/research program/diploma/training program and discontinue any course/training program.
- 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 POWER AND DUTIES OF ITS OFFICERS AAND EMPLOYEES**(A) **PRESIDENT**

The Institute shall have a president who by virtue of his office shall be the Head of the National institute. The Union Minister /Minister of State (Independent Charge) for Youth Affairs and Sports, Government of India shall be the President of the Institute.

(B) **VICE-CHANCELLOR**

- i) The Vice-Chancellor shall be whole time salaried officer of the Institution and shall be appointed by the President of LNIPE, with the prior approval of Appointments Committee of Cabinet, from a panel of three names suggested by a Search-cum-Selection Committee specifically constituted for the purpose by the Ministry of Youth Affairs and Sports, Government of India in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

However, in case of this Institution being public funded, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government.

The composition of Search-cum-selection committee shall be:-

- (a) A nominee of the President of the LNIPE as Chairperson of the search-cum-selection committee.
- (b) A nominee of the Government of India (Ministry of Youth Affairs and Sports), who shall be an eminent academician/ educationist nominated by the Central Government, preferably an ex-VC or serving VC of any University funded by the Central/ State Government.
- (c) A nominee of the Board of Management, who shall be an eminent academician or educationist.

Provided further that if the President does not approve of any name as recommended by the search committee, he/she may call for a fresh panel.

- ii) The Vice-Chancellor shall hold office for a term of five years. He shall be eligible for a second term, provided that in no case shall be hold office beyond the age of 70 years. Provided that notwithstanding the expiry of the said period of five years, he/she may continue in office for not more than six months or till his/her successor is appointed and latter assumes office, whichever is earlier.
- iii) In case the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Senior Most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be; and if the Vice-Chancellor is out of Station on tour/leave or otherwise, he can entrust the current charge of the post to undertake daily routine work to any officer not below the rank of Professor.

POWER OF THE VICE-CHANCELLOR

- (i) The Vice-Chancellor shall be the Principal Executive Officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and shall be mainly responsible for implement of the decisions of all the authorities of the Institute.
- (ii) The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, Academic Council, Finance Committee, Planning & Monitoring Board and Selection Committees of teaching and administrative post of the Institute.
- (iii) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various authorities of the Institute.
- (iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the Institute under its Memorandum of Association, Rules and Regulations, Bye-laws and take such action or proceed to take such action and shall report to the concerned authority on the action taken by him /her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) 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 / she shall have the right to appeal against such decision to the Board of Management within thirty days from the date on which such action is communicated to him/her and thereupon the Board of Management shall consider it in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.
- (v) It shall be 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/she shall have all the necessary powers in this regard.
- (vi) All powers relating to the proper maintenance and discipline of the institute shall be vested in the Vice-Chancellor.
- (i) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- (ii) The Vice-Chancellor shall exercise all other powers as may be delegated to him / her by the Board of Management.
- (iii) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, rules and Bye-laws of the Institute.

(c) REGISTRAR

- (i) The Registrar shall be a whole time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 - 1. Vice-Chancellor - Chairperson
 - 2. One nominee of the President.
 - 3. One nominee of the Board of Management.
 - 4. One expert appointed by the Board of Management, who is not an employee of the Institute.
- (ii) The emoluments and other terms and condition of service of the Registrar shall be as may be prescribed by the Rules of the Institute.
- (iii) 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 shall be performed by such other persons as the Vice-Chancellor may appoint for the purpose.
- (iv) The Registrar shall be ex-officio secretary the Board of Management, Academic Council, Planning and Monitoring Board, but, shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Vice-Chancellor of the Institute and shall work under his direction.
- (vi) The following shall be the duties of the Registrar:
 - 1. 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 / her charge.
 - 2. To conduct the official correspondence on behalf of the authorities of the Institute.
 - 3. 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.
 - 4. To maintain 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.
 - 5. To make arrangements for and supervise the examinations conducted by the Institute.
 - 6. To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.
 - 7. To enter into agreement, sign documents and authenticate records on behalf of the Institute.
 - 8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipments and other properties of the Institute.

9. To perform such other duties as may be specified in the rules and bye-laws or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.

(D) FINANCE OFFICER

- (i) The Finance Officer shall be a whole time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 1. Vice-Chancellor - Chairperson.
 2. One nominee of the President.
 3. Financial Advisor, MYAS Government of India.
 4. One financial expert to be nominated by the Vice-Chancellor
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules / bye-laws of the Institute.
- (iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (iv) He / She shall be responsible for the preparation of annual budge, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) He/She shall be responsible for the management funds and investments of Institute, subject to the control of Board of Management.

(E) CONTROLLER OF EXAMINATIONS

- i. The Controller of Examination shall be appointed by the Board of Management.
- ii. The emoluments and terms and conditions of service of the Controller of Examinations shall be as may be prescribed by the Rules of the Institute.
- iii. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice Chancellor in respect of examination and evaluation are complied with.
- iv. The Controller of Examinations shall be a permanent invitee to the Board of Management.

(F) DEAN

The Department dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.

- i. There shall be a Dean for each of the faculty in the Institute who shall be appointed by the Vice-chancellor from amongst the Senior Most Professors of the Institute.
- ii. The term of appointment of the Dean of the faculty shall normally be two years and he/she shall be eligible for re-appointment for one more term, but not for two consecutive terms.
- iii. The Powers and functions of the Dean of the faculty shall be prescribed by the Rules of the Institute.

(G) HEAD OF THE DEPARTMENT

- (i) There shall be a Head of the Department for each of the Department in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department. Provided that if there is not Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.
- (ii) The term of appointment of the Head of the Department shall normally be three years and he/she shall be eligible for re-appointment for one more term, but not for two consecutive terms.
- (iii) The Head of the Department shall manage his department subject to the general authority and direction of the Vice-Chancellor of the Institute/Dean of the Faculty and the overall control of the Vice-Chancellor.
- (iv) Subject to the provision of the LNIPE Act, Statutes and Ordinances, the Head of the Department shall be responsible for the organization of teaching and research in his department.
- (v) Without prejudice to the generality of the foregoing it shall be the duty of the Head of the Department to:
 - a. Conduct all affairs – academic, administrative and financial – relating to the Department.
 - b. Maintain the minutes of the Department Board of Studies, PPC, DPC, Board of Examiners, DDC, DAC and DGC etc.;
 - c. Arrange for the proper upkeep and maintenance of the Laboratories equipments, Library, Museum etc. of the Department.
 - d. Control the examinations that are conducted at the Departmental level and make all arrangement necessary therefor;
 - e. Ensure discipline among the members of the staff and students in the department.
 - f. Forward to the Dean by a specified date at the beginning of the academic session, a statement showing the arrangements for the allocation of hours, classes and lectures among the various subjects and teachers in his department;
 - g. Take effective measures to implement the decisions of the various authorities of the Institute, and

(H) LIBRARIAN

- (i) The 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.
- (ii) Purchase of Books: The Librarian is responsible for purchasing of books approved by the Library Committee or the Vice Chancellor. (iii) 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.
- (iv) The 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.

(I) 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.

(J) 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) 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) 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 and Rules;
- ii) Lakshmibai National Institute of Physical Education Service Bye-laws and Conditions of Service Regulations;
- iii) Lakshmibai National Institute of Physical Education Service (Recruitment) Rules;
- iv) Delegation of Powers to the Vice Chancellor and Registrar by the Board of Management;
- v) Decisions of various authorities of the Institute and their sub-committees in their meetings or through resolutions by circulations, as the case may be; and
- vi) 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 and Rules;
- b) Lakshmibai National Institute of Physical Education Service Bye-laws and Conditions of Service Regulations;
- c) Lakshmibai National Institute of Physical Education Service (Recruitment) Rules;
- 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/Audited Annual Accounts;
- g) Annual Reports;
- h) Files and documents pertaining to budgetary allocations and grants;
- i) Personnel records, leave records, pension records etc.;
- j) Pay details of staff;
- k) Various authorities' meeting records, including minutes of meetings;
- l) Files and documents related to admissions in various courses;
- m) Files and documents related to registration of candidates/students;
- n) Files and documents related to conduct of examinations;
- o) Files and documents related to results of examinations;
- p) Files and documents related to research scholars;
- q) Files and documents related to procurement and distribution of materials/capital assets;
- r) Files and documents related to constructions, renovations and extensions of existing constructions;
- s) 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.

LNIFE, 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, it is 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 LNIFE, Gwalior including information about its activities can contact the Registrar, Lakshmibai National Institute of Physical Education, Gwalior.

Phone 91- 0751 - 2440902

E- mail registrar@lnife.edu.in

(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 following are the authorities of the Institute:

- (i) Board of Management
- (ii) Academic Council
- (iii) Planning and Monitoring Board
- (iv) Finance Committee
- (v) Board of Studies
- (vi) 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 Rule of the Institute are below. Minutes of meetings of these Authorities are open/ accessible to the public:-

(A) Board of Management

The Board of Management shall be a compact and homogenous body enabling it promptly to take and implement well-considered decisions and to effectively handle crisis situations.

The Board of Management shall consist of:

- (i) Vice Chancellor – Chairperson.
- (ii) Deans of faculties not exceeding two to be appointed by the Vice-Chancellor (by rotation according to seniority).
- (iii) Three eminent sports academicians as nominated by the president of the Institute, who shall have worked at the rank of Professor & shall neither be from the Institute or the sponsoring society nor be there relatives.
- (iv) A representative of the Ministry of Youth Affairs and Sports, Department of Sports, Government of India, not below the rank of Joint Secretary/ Professor.
- (v) Two teachers (from Professors and Associate Professors) appointed by the Vice-Chancellor by rotation based on seniority.
- (vi) One teacher (from Assistant Professors) appointed by Vice Chancellor by rotation based on seniority.
- (vii) Maximum of four nominees (Academician) of the sponsoring Society (Ministry of Youth Affairs & Sports), who shall be Sports Academicians not below the rank of Professor.
- (viii) Registrar – Secretary.

(B) Academic Council

The Academic Council consists of the following persons:-

- a) Vice Chancellor- Chairperson
- b) Pro Vice-Chancellor, if any
- c) Dean(s) of Faculties

- d) Head of Departments
- e) All Professors other than the Heads of the Departments (by rotation of seniority)
- f) Two Associate Professor from the Departments other than the Heads of the Departments by rotation of seniority.
- g) Two Assistant Professor from the Departments by rotation of seniority.
- h) Three persons from amongst educationists 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 Vice-Chancellor.
- i) Three persons who are not members of the teaching staff co-opted by the Academic Council for their specialized knowledge.
- j) Registrar - who shall be the Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election . it may also be ensured that no particular faculty dominates the membership of the Council

(C) Planning & Monitoring Board

- (i) The Planning & Monitoring Board shall be the principal Planning Body of the institution and shall be responsible for the monitoring of the development programs of the Institution.
- (ii) The Vice-Chancellor shall be the Chairman of the Planning and Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.
- (iii) The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules.
- (iv) The Planning and Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfillment of the objectives of the Institute.
- (v) The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.

(D) Finance Committee

The Finance Committee shall consist of the following members:

- i. Vice Chancellor – Chairperson
- ii. A person nominated by the Society
- iii. Two nominees of the Board of Management, one of whom shall be a member of the Board.
- iv. A representative of the Government of India.
- v. Finance Officer – Secretary.

The compositions of Selection Committees for making recommendations to the appointing authorities are per Service/Recruitment 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.

(E) Board of Studies

There shall be one Board of Studies for each Department of the Institution.

The Board of Studies for each Department shall consist of :-

- a) Dean of faculty/Hed of Department- Chairperson
- b) All Professors of the Faculty/Department
- c) Two Associate Professors of the Faculty/Department by rotation of seniority.
- d) Two Assistant Professors of the Faculty/Department by rotation of seniority.

(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

The directory of its officers and employees is as under:-

OFFICERS

Name	Designation	Office	Centrex	Mobile	Centrex
Prof. Indu Bora	Officiating Vice Chancellor	2440900 2440901	2900 2901	7049911209	-
Dr. Sanjeev Yadav	I/C Registrar	2440902	2902	9340161141	-
Dr. Shankar Jyoti Basumatary	I/C Dean NERC Guwahati	9717005265			
Shri N.L. Rohira	Dy. Registrar (Estate/ Project/Legal)	244907	2907	8982928968	-
Shri Amit Yadav	Dy. Registrar (Estt. /Purchase)	244908	2908	9425112223	-
Shri Bhaskar Jyoti Sharma	Assistant Registrar NERC Guwahati	-	-	9435801982	-
Shri Manoj Saxena	I/C (Admn)	244917	2917	9993686678	-

HEADS

Dr. C.P.Singh	Department of Yogic Science	2440946	2946	9412079181	-
Dr. Vinita Bajpai Mishra	Department of Sports Biomechanics	2440924	2924	9425744166	-
Dr. Birendra Jhaharia	Department of Exercise Physiology	2440921	2921	93018884111	-
Dr. Y.S. Rajput	Department of Sports Management & Coaching	2440943	2943	8989103418	-
Dr. Anandita Das	Department of Physical Education Pedagogy	2440922	2922	9981075886	-
Dr. Brij Kishor Prasad	Department of Health Education	2440930	2930	9300061055	-
Dr. Bharat Verma	Department of Sports Psychology	2440923	2923	9425052124	-
Dr. Ashish Phulkar	Directorate of Open Distance Learning	2440918	2918	9131486669	-
Dr. Satpal Yadav	HOD NERC Guwahati				-

OTHER FUNCTIONARIES

Prof. Josheph Singh	Dean Academic, Chief Editor, Journal (Physical Education)	-	-	7409081660	-
Prof. M.K.Singh	Controller of Examination, Nodal Officer, UGC	2440905	2905	8839285050	-
Dr. Yatendra Kumar Singh	Coordinator Cultural Exchange & International Affairs, I/C Library	2440919	2919	9999156333	-
Dr. C.P.Singh Bhati	I/C Language Lab	2440946	2946	9412079181	-
Dr. Vinita Bajpai Mishra	Presiding Officer, Internal Complaints Committee of Sexual Harassment at Work Place (Staff & Students), Coordinator Gender Sensitization Cell	2440924	2924	9425744166	-
Dr. Birendra Jhaharia	Dean, Faculty of Sports Sciences	2440951	2951	93018884111	-
Dr. Nibu R. Krishna	Dean, Students Welfare, I/C Indian Knowledge System Cell	-	-	9425712188	-
Dr. Brij Kishor Prasad	I/C, NCC (Boys) I/C Health Centre, I/C Research & Development Cell,	2440942	2942	9300061055	
Dr. K.K. Sahu	Dean, Physical Education & Allied Areas, Director, Internal Quality Assurance Cell(IQAC), Nodal Officer NEP, Nodal Officer, UGC Utsah Portal	2440926	2926	9582896690	-
Dr. Ashish Phulkar	Incubation Cell	2440918	2918	9131486669	-
Dr. Bharat Verma	I/C Proctorial Board, I/C Guest House	2440923	2923	9425052124	-
Dr. Dilip Tirkey	Director, Directorate of Sports	2440925	2925	9340236941	-
Dr. Deepak Sharma	LNIFE Ink, I/C Students Grievance Redressal Cell, I/C Anti- Ragging Cell	-	-	9826238820	-
Dr. Pramod Kumar Das	Literary Society	-	-	9406581045	-
Dr. Madan Singh Rathore	Director, Extension Services	-	-	9302137733	-
Dr. Mega Sahu	Director Intramural (Women), Coordinator, ICT & PR. Nodal Officers Samarth,	2440927	2927	9971883824	-
Dr. Mukesh Narwariya	I/C Fitness Centre	-	-	9754657778	-
Dr. Padmakar	I/C Scholarship	-	-	9340695534	-
Dr. Manoj Sahu	Alumni Cell, Cultural Club	-	-	9691845810	-
Dr. Narendra Yadav	Training & Placement Cell	-	-	9996963855	-
Dr. Gaurav Sanotra	Event Coordinator, NSS Programme Officer, Warden Sports Exe. Hostel	-	-	9810983332	-
Dr. Sameer Kumar Yadav	Director Intramural (Men)	-	-	9463619819	-

Dr. Mordhwaj Singh	Adventure Sports	-	-	9648897563	-
Dr. Gayatri Pandey	I/C NCC (Girls)	-	-	7828118348	-
Dr. Anurodh Singh Sisodia	Director(I/C)UGC-MMTTC	2440947	2947	9425114712	-
Shri N.L.Rohira	Campus Security Nodal Officer Swachh Bharat	244907	2907	8982928968	-
Shri Manoj Saxena	I/C Procurement Cell	2440908	2908	9993686678	-
Shri R.K. Sharma	Campus Security Supervisor	4000922	922	9165785691	-
Shri Anil Kumar Singh Bhadoriya	Security Inspector	2440912	2912	7044241944	-
Shri Sagar Yadav	Public Relation Officer	-	-	9907066333	-

HOSTELS	WARDENS	Mobile	
International Hostel & Guest House (Main) & Karripa Complex	I/C Dr. Bharat Verma	9425052124	-
Chief Warden Boys Hostel	Dr. Yatendra Kumar Singh	9425744166	-
Chief Warden Girls Hostel	Dr. Anandita Das	9981075886	-
International Hostel & Guest House (Main) & Karripa Complex	I/C Dr. Bharat Verma	9425052124	-
Major Dhyan Chand Hostel	Dr. Pramod Kumar Das	9406581045	-
Shivaji House & Mess Warden	Dr. Amar Kumar	7879339118	-
Pt. Deen Dayal Upadhyay	Dr. Rahul Hiralal Kannoja	9754066939	-
Post Graduate Hostel, Mrignayni (Girls Hostel)	Dr. Payal Das	7067037789	-
Vivekanand Hostel	Dr. Mukesh Narwariya	9754657778	-
Pratap House	Dr. Manoj Sahu	9691845810	-
Subhash House	Dr. Nardendra Yadav	9996963855	-
Azad House & Central Excellence Sports Hostel	Dr. Gaurav Sanotra	9810983332	-
Aurobindo House	Dr. Moradhvaj Singh	8840315753	-
Undergraduate Hostels (Sarojini, Padmini, Teresa) Girls Hostel)	Dr. Gayatri Pandey	7828118348	-

SECTIONS

Registrar Sec	2440903	2903	Finance Officer	2440904	2904
Controller of Exam	2440905	2905	Reception Admn. Building	2440906	2906
Purchase Officer	2440908	2908	Supervisor (B&R)	2440910	2910
Academic	2440911	2911	Dy. Registrar (Estate) Supporting Staff	2440912	2912
Internal Audit	2440913	2913	Accounts/DDO	2440914	2914
Establishment.	2440915	2915	Administration	2440916	2916
Administration	2440918	2918	Library	2440919	2919
Extramural (Director Sports)	2440925	2925	IQAC	2440926	2926
ICT	2440927	2927	Central Store	2440928	2928
I/C Maint. Office	2440929	2929	Health Centre	2440942	2942
Swimming Pool	2440944	2944	Boys Mess	2440948	2948
Residential gate	2440949	2949	Girls Hostel Gate	2440950	2950
Dean, Sports Sciences	2440951	2951			

GUEST HOUSES

Reception	2440931	2931	Room No. 1	2440932	2932
Room No. 2	2440933	2933	Room No. 3	2440934	2934
Room No. 4	2440935	2935	Room No. 5	2440936	2936
Room No. 6	2440937	2937	Room No. 7	2440938	2938
Room No. 8	2440939	2939	Room No. 9	2440940	2940
Mahatma Gandhi International Hostel	2440941	2941			

(x) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

The LNIPE, Gwalior is a Deemed University and it 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 January, 2025 and monthly remuneration received by them for the month of January, 2025 is as under:-

S.No.	Name of Employee	Designation	Gross Salary
1.	Dr.(Mrs.) Indu Bora	Professor & Officiating Vice Chancellor	339354.00
2.	Dr. Joseph Singh	Professor	226134.00
3.	Dr. Mahendra Kumar Singh	Professor	268974.00
4.	Dr. Yatendra Kumar Singh	Associate Professor	245565.00
5.	Dr. C.P.Singh Bhati	Associate Professor	245565.00
6.	Dr.(Mrs.) Vinita Bajpai Mishra	Associate Professor	245565.00
7.	Dr. Birendra Jhaharia	Associate Professor	245565.00
8.	Dr. Nibu R. Krishna	Associate Professor	245565.00
9.	Dr. Yajuvendra Singh Rajpoot	Associate Professor	245565.00
10.	Dr.(Kum.) Anindita Das	Associate Professor	245565.00
11.	Dr. Brij Kishore Prasad	Associate Professor	267750.00
12.	Dr. Krishna Kant Sahu	Associate Professor	267750.00
13.	Dr. Ashish Phulkar	Associate Professor	267750.00
14.	Dr. Sanjeev Yadav	Associate Professor & I/C Registrar	267750.00
15.	Dr. Bharat Verma	Associate Professor	293380.00
16.	Dr. Dilip Tirkey	Associate Professor	267750.00
17.	Dr. Deepak Sharma	Associate Professor	276945.00
18.	Dr. Pramod Kumar Das	Assistant Professor	174573.00
19.	Dr. Amar Kumar	Assistant Professor	169524.00
20.	Dr. Madan Singh Rathore	Assistant Professor	174420.00
21.	Shri Thepfukolie Punyu	Assistant Professor	152645.00
22.	Dr. Megha Sahu	Assistant Professor	110772.00
23.	Dr. Rahul Heeralal Kanojiya	Assistant Professor	127602.00
24.	Dr. Payal Das	Assistant Professor	120564.00
25.	Dr. Mukesh Narwariya	Assistant Professor	127602.00
26.	Dr. Padmakar	Assistant Professor	135604.00
27.	Dr. Manoj Sahu	Assistant Professor	127602.00
28.	Dr. Narendra Yadav	Assistant Professor	120564.00
29.	Dr. Gaurav Sanotra	Assistant Professor	127602.00
30.	Dr. Sameer Kumar Yadav	Assistant Professor	143562.00
31.	Dr. Moradhwaj Singh	Assistant Professor	127602.00
32.	Dr. Gayatri Pandey	Assistant Professor	127602.00

NOTE:- IN NO PARTICULAR ORDER

S.No.	Name of Employee	Designation	Gross Salary
1	Shri N.L.Rohira	Dy. Registrar	275215.00
2	Shri Amit Yadav	Dy. Registrar	177480.00
3	Shri Manoj Saxena	Office Supdt.	123854.00
4.	Shri Ravi Shankar	Office Supdt.	104132.00
5.	Shri Rajesh Mittal	Sr. Personal Assistant	135099.00
6	Shri Roshan Lal Verma	Assistant	107246.00
7	Shri S.K. Dohriya	Assistant	95482.00
8	Smt. Uma Yadav	Assistant	75582.00
9	Shri Pradeep Jaiswal	Assistant	65637.00
10	Shri Atul Tripathi	Personal Assistant	75933.00
11	Shri Rajiv Ranjan	Mess Supervisor	97920.00
12	Shri Praveen Kumar Gaur	Mess Supervisor	84762.00
13	Shri Tarun Pratap Singh Tomar	Film Projectionist-cum-Photographer	89811.00
14	Dr. Sunil Kumar Deshmukh	Yoga Instructor (M)	82314.00
15	Dr. Anusha Deepak Tyagi	Yoga Instructor (F)	71451.00
16	Shri Veerendra Singh Parmar	Pharmacist	73562.00
17.	Smt. Upma Bhadoria	Matron	39034.00
18.	Shri Achal Singh	Supervisor (Grounds)	71451.00
19.	Dr. Avishesh Kumar Singh	Technical Assistant	53703.00
20.	Shri Ashish Kumar Aronkar	Lab Assistant	68666.00
21.	Shri Ashok Kumar Sharma	Lab Assistant	62730.00
22.	Shri Bibhuti Bhushan Pradhan	English Stenographer	69156.00
23.	Shri Manoj Ojha	Hindi Stenographer	74722.00
24.	Shri Yogendra Gorakhpuri	UDC	68667.00
25.	Shri Deepak Chaturvedi	UDC	63823.00
26.	Shri Ram Krishna Sharma	UDC	58446.00
27.	Shri Indra Prakash Garg	UDC	18620.00
28.	Shri Pankaj Banger	UDC	65726.00
29.	Shri Avnish Sharma	UDC	63823.00
30.	Shri Udhav Mathe	UDC	58076.00
31.	Mrs. Vaishali Jaiswal	UDC	56824.00
32.	Shri Piyush Rathore	UDC	51021.00
33.	Shri Man Singh Thapa	LDC	71298.00
34.	Shri Keshav Kumar Shakyawal	LDC	51714.00
35.	Shri Narendra Singh Rana	Care -Taker	50502.00
36.	Shri Mukesh Kushwah	Electrician	55000.00
37.	Shri Nitish Kumar Saunak	Electrician	17672.00
38.	Shri Omprakash Yadav	Driver	51714.00
39.	Shri Shiv Singh	Driver	56557.00
40.	Shri Chhituram	Driver	50337.00

S.No.	Name of Employee	Designation	Gross Salary
1.	Shri Devendra Kumar Sharma	Skilled Work Assistant	69309.00
2.	Shri Devaram	Skilled Work Assistant	75760.00
3.	Shri Vijay Bahadur	Skilled Work Assistant	75760.00
4.	Shri Saboo Khan	Skilled Work Assistant	67320.00
5.	Shri Nand Kishore	Skilled Work Assistant	75760.00
6.	Shri Nawal Singh Kushwah	Skilled Work Assistant	58114.00
7.	Shri Komal Singh Baghel	Skilled Work Assistant	58114.00
8.	Shri Santosh Kumar Dohre	Skilled Work Assistant	58114.00
9.	Shri Inder Singh	Skilled Work Assistant	51714.00
10.	Shri Shivraj Singh	Skilled Work Assistant	51714.00
11.	Shri Ravi	Skilled Work Assistant	75760.00
12.	Shri Betal	Skilled Work Assistant	75760.00
13.	Shri Ashok	Skilled Work Assistant	67320.00
14.	Shri Naresh Khare	Skilled Work Assistant	58114.00
15.	Shri Amit Kumar	Skilled Work Assistant	58114.00
16.	Shri Bheem Bahadur	MTS	45594.00
17.	Shri Kaushal Singh	MTS	45594.00
18.	Shri Raju Kushwah	MTS	51194.00
19.	Shri Rajendra Singh	MTS	51194.00
20.	Shri Sonu Awasthi	MTS	47042.00

(B) NERC, Guwahati:

S.No.	Name of Employee	Designation	Gross Salary
1.	Dr. Shankar Jyoti Basumatary	Associate Professor & I/C Dean	261855.00
2.	Dr. Satpal Yadav	Assistant Professor	180844.00
3.	Dr. Shailesh Kumar Singh	Assistant Professor	166174.00
4.	Dr. Sujay Bisht	Assistant Professor	180844.00
4.	Dr. Satpal Yadav	Assistant Professor	180844.00
5.	Dr. Saon Sanyal Bhowmik	Assistant Professor	136182.00
6.	Mr. N. Suhinder Singh	Assistant Professor	128684.00
7.	Dr. Pulen Das	Assistant Professor	128684.00
8.	Dr. Ramesh Chand Yadav	Assistant Professor	136182.00
9.	Dr. Hem Chandra Joshi	Assistant Professor	152142.00
10.	Ms. Meriline Gogoi	Assistant Professor	128684.00
11.	Shri Bhaskar Jyoti Sarma	Assistant Registrar	141887.00
12.	Shri Bikram Sarangi	LDC	52460.00
13.	Ms. Himadra Devi	Library Assistant	60147.00

(C) UGC-HRDC:-

S.No.	Name of Employee	Designation	Gross Salary
1.	Dr. Anurodh Singh Sisodia	Professor	340782.00
2.	Dr. Raj Kumar Sharma	Associate Professor	302030.00
3.	Shri Satyanand Gupta	Computer Assistant	92714.00
4.	Shri Sunil Singh Rana	Senior Assistant	90119.00
5.	Shri Dinkar Gupta	Documentation Assistant	81296.00
6.	Ku. Ritika Pal	Steno Typist	58114.00
7.	Shri Hemant Rana	Hostel Attendant	51886.00

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORT ON DISBURSEMENT MADE

The LNIPE, Gwalior is a Scheme of Government of India under Ministry of Youth Affairs and Sports and the particulars of grant-in aid received /allocated from the Ministry as well as others receipts viz-a viz expenditures during the 2023-24 and 2024-25 are as under:-

(fig.in cr.)

Particulars	Allocating during the FY 2023-24	Expenditure during the FY 2023-24	Budgetary Estimates for the FY 2024-25
LNIPE, Gwalior	56.20	48.18	68.51
NERC Guwahati	08.25	10.18	10.00
Fees Etc.	10.30	NIL	9.48

**(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES**

No such subsidy program is in vogue at LNIPE, 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 LNIPE 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.
- iii. Lakshmibai National Institute of Physical Education Service (Recruitment) Rules.
- 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 of the last occasion.

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 LNIPE, Gwalior www.lnipe.edu.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.lnipe.edu.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**

Public Information Officer	Dr. Yatendra Kumar Singh , Registrar I/C LNIPE, Mela Road, Gwalior- 474002 Email Address :- registrar@lnipe.edu.in Mobile No. 9999156333 Telephones 0751-2440902 (Office) In his absence on tour/leave : Shri Rajesh Mittal, Sr. Personal Assistant LNIPE, Mela Road, Gwalior- 474002 Email Address :- lnipeddo@gmail.com Mobile No: 99265-46989 Telephones 0751- 2440914 (Office)
First Appellate Authority	Prof. Kalpana Sharma, Vice Chancellor, LNIPE, Mela Road, Gwalior- 474002 Email Address :- vc@lnipe.edu.in Mobile No. 9810493387 Telephones 0751-2440900 (Office)