



DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY
 (Established Under Act 07 of 2008, Govt. Of NCT of Delhi)
PUSHP VIHAR SECTOR-3, M.B. ROAD NEW DELHI – 110017, INDIA

ORGANISATION AND FUNCTION

S. No	Item	Details of Disclosure	Remarks/Reference Points
1.1	Particulars of its organisation, functions and duties	(i) Name and address of the Organization	Delhi Pharmaceutical Sciences and Research University (DPSRU/DIPSAR), Mehrauli-Badarpur road, Sector-3, Pushpvihar, New Delhi- 110017
		(ii) Head of the	Prof. Ramesh K. Goyal
		(iii) Vision, Mission and Key	https://dpsru.edu.in/university/vision-mission-and-objectives/
		(iv) Function and duties	The function and duties are explained in the DPSR University Act 2008 as well as in the Statues and Ordinances. The Act is available on the website under the link: Click Here https://dpsru.edu.in/university/governin-g-acts/
		(v) Organization Chart	https://dpsru.edu.in/university/governin-g-acts/
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	DPSR University was established on October 24, 2008 by state legislature of Delhi as a state University. The DPSR University Act, 2008, University was made functional by notification on 24th July 2015. DPSR University is currently offering 37 programmes through 10 departments and 8 centres. Details of the genesis, inception, formation of department and the HoDs, are available in the website. Details of administrative heads are also available in the website. The University forms various committees from time to time and details of these committees are available off-line Click Here https://dpsru.edu.in/faculty/ https://dpsru.edu.in/staff/

1.2	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	https://dpsru.edu.in/administration/
		(ii) Power and duties of other employees	duties of other employees are prescribed in the DPSR University Act, Statutes and Ordinances of the University Click Here https://dpsru.edu.in/university/authorities-of-the-university/
		(iii) Rules/ orders under which powers and duty are derived and	Powers/Duties are derived and Exercised from the DPSR University Act, Statutes and Ordinances of the University Click Here https://dpsru.edu.in/university/authorities-of-the-university/
		(iv) Exercised	
		(v) Work allocation	In accordance with the University Act, Statutes and Ordinances available on the Website
1.3	Procedure followed in decision making process	(i) Process of decision making Identify key decision making points	1. To promote and encourage outstanding research work by enabling research facilities to the faculty and researchers. 2. To conduct free/transparent and quality examinations to enrol meritorious students 3. To organise and to undertake extra-mural studies, training and extension services 4. To appoint persons of excellent academic credentials as faculty 5. To institute and award fellowships, scholarships, studentships, medals and prizes 6. To promote inclusive education Click Here https://dpsru.edu.in/university/governin-g-acts/ https://dpsru.edu.in/university/vision-mission-and-objectives/
		(ii) Final decision making authority	Vice Chancellor, DPSRU
		(iii) Related provisions, acts, rules etc.	Click Here https://dpsru.edu.in/university/governin-g-acts/
		(iv) Time limit for taking a decisions, if any	Case to case basis
		(v) Channel of supervision and accountability	The University follows the procedure laid down in the DPSR University Act 2008, and as prescribed in the Statutes and Ordinances Click Here https://dpsru.edu.in/university/governin-g-acts/

1.4	Norms for discharge of functions	(i) Nature of functions/ services offered	In accordance with the DPSR University Act 2008, and as prescribed in the Statutes and Ordinances Click Here https://dpsru.edu.in/university/governin g-acts/
		(ii) Norms/ standards for functions/ service delivery	The University and its employees discharge their functions and duties in accordance with the DPSR University Act 2008, and as prescribed in the Statutes
		(iii) Process by which these services can be accessed	The University services are open and transparent. Detailed activities of the university are highlighted in Annual Reports/Newsletters/Annual Accounts of the University, which are available in the
		(iv) Time-limit for achieving the targets	Case to case basis
		(v) Process of redress of grievances	Online Grievance Registration System and presence of Internal Complaints Committee. Information is available online under the links: The University is also registered with the public grievances portal of GNCT Delhi
1.5	Rules, regulations, instructions manual and records for discharging functions	(i) Title and nature of the record/ manual /instruction	All rules and regulations are available on the University's website Click Here https://dpsru.edu.in/university/governin g-acts/
		(ii) List of Rules, regulations,	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Not Applicable as there is no other branch/office of the DPSRU/DIPSAR

1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Vital - Act, Statute, Ordinance, Land related documents, UGC, AICTE, PCI approval letter, Decision of the authorities: Board of Studies, Master Plan of the University (a) Assets Register (b) Stock Register (c) Building Register (d) Annual Accounts with AG (Audit) Report. (e) Personal files/ Service records of all employees (f) Contract / Agreement / Memorandum of Understandings (MoUs) (g) Students information (h) Examination results (2) Routine :- (a) Correspondence with Public
		(ii) Custodian of documents/categories	Registrar, Finance Office, Controller of Examinations and Concerned Heads of Departments
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	(i) Name of Boards, Council, Committee etc.	The information is available on the website under the head Authorities of the University Click Here https://dpsru.edu.in/university/authorities-of-the-university/
		(ii) Composition	Information is available on the website Click Here https://dpsru.edu.in/wp-content/uploads/2019/08/DPSR-Unvt-ACT.pdf
		(iii) Dates from which constituted	Information is available on the website Click Here https://dpsru.edu.in/wp-content/uploads/2019/08/DPSR-Unvt-ACT.pdf
		(iv) Term/ Tenure	As per Statutes and Ordinances Click Here https://dpsru.edu.in/university/governin-g-acts/
		(v) Powers and functions	In accordance with the Statutes and Ordinances Click Here https://dpsru.edu.in/university/governin-g-acts/
		(vi) Whether their meetings are open to the public?	No

		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	Not Applicable
1.8	Directory of officers and employees	(i) Name and designation	Available on the website under the head Click Here https://dpsru.edu.in/faculty/ https://dpsru.edu.in/staff/
		(ii) Telephone , fax and email	Click Here
1.9	Monthly Remuneration received by officers & employees including system of compensation	(i) List of employees with Gross	Not Applicable
		(ii) System of compensation as provided in its regulations	As per the Rules and Regulations of Government of NCT of Delhi
1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Public Information Officer: Dr. J. Swaminathan, Assistant Professor Assistant Public Information Officer: Mr. Aditya Kaushik, Section Officer Appellate Authority: Dr. O.P. Shukla, Registrar
		(ii) Address, telephone numbers and email ID of	https://dpsru.edu.in/cpio-and-faa/
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	There is no pending case of disciplinary proceedings as on this date
		(ii) Finalised for Minor penalty or major penalty	NIL
1.12	Programmes to advance understanding of RTI	(i) Educational programmes	From time to time officers and stakeholders have been undergoing training/workshops related to understanding of RTI
		(ii) Efforts to encourage public authority to participate in these programmes	The University encourages officers/faculty/staff members to participate in such programmes.
		(iii) Training of CPIO/APIO	Yes

		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Guideline is available under the link "RTI" Click Here https://dpsru.edu.in/rti-act-2/
1.13	Transfer policy and transfer orders	-	DPSRU University is a first University dedicated to the Pharmaceutical Sciences in India. DIPSAR in same campus and it is constituent college. Hence, employees of DIPSAR is not transferred elsewhere. However, internal transfers are carried out from time to time.