

KAUSHALYA THE SKILL UNIVERSITY
(An affiliating State University by Labour, Skill Development and Employment
Department, Government of Gujarat)

Temporary Campus: Academic Block-3, VGEC Campus, Chandkheda, Ahmedabad, Gujarat 382424

Proactive disclosure under the Right to Information Act, 2005 As on Date 01/05/2026

1. The particulars of the organization, powers and functions.

Kaushalya The Skill University has been established vide an Act of Gujarat Assembly in October, 2021 with the objective of “Education with Skill” and aims at making youth ‘Skill Smart’.

The powers and functions of the university are defined in section 6 of the Kaushalya The Skill University Act. The major functions and duties are as follows: Subject to the provisions of this Act, the University shall exercise the following powers and perform the following functions, namely: -

- (a) To administer and manage the University and to establish such Institutes and Centers for research, education and instruction as are necessary for the furtherance of the objects of the University;
- (b) To develop curriculum packages of skill at different levels, as may be defined by the University or by the National Skill Qualification Framework.
- (c) To define norms and parameters of skill training, teaching and instruction, consistent with the credit framework and curriculum packages, as the University may deem fit;
- (d) To lay down parameters for assessment and accreditation of skill educators and training in accordance with the norms specified under the National Skill Qualification Framework, or such other norms, as may be determined by the University.
- (e) To establish its own Institute or center to provide skill education and training, for identification and recognition of prior learning.
- (f) To establish its own incubation center, retail house, service center, research and development center, production prototype center, industry operated center of excellence or any other center which shall provide high-tech practical training to enhance skill level of youth;
- (g) To conduct innovative experiments in new methods and technologies in the field of technology and management in relation to the skill required for industries in order to achieve international standards of such skill, training and research;

- (h) To prescribe curricula and provide for flexibility in the education systems and delivery methodology including online and distance learning;
- (i) To hold examinations and confer degrees, diplomas or grant certificates and other academic distinction or title on person subject to such conditions as the University may determine, and to withdraw or cancel any such degrees, diplomas, certificates, or other academic distinctions or titles in the prescribed manner;
- (j) To confer honorary degrees or other distinctions in the prescribed manner;
- (k) To establish such special centers, specialized training centers or other units for research and instruction as in the opinion of the University, necessary for the furtherance of its objects;
- (l) To provide printing, production and publication of research and other works and to organize exhibitions, workshops, seminars, conference, etc.;
- (m) To sponsor and undertake research in all aspects of skill education and, training;
- (n) To offer executive developmental programs;
- (o) To collaborate or associate with, advise, administer, control, develop and maintain any educational institution with like or similar objects;
- (p) To develop and maintain linkages with educational or other institutions in an part of the world having objects wholly or partly similar to those of the University, through exchange of teachers, students and scholars and generally in such manner as may be conducive to their common objects;
- (q) To develop and maintain relationships with teachers, researchers and experts in any part of the world for achieving the objects of the University;
- (r) To regulate the expenditure, manage the finances and to maintain accounts of the University;
- (s) To receive grants, subventions, subscriptions, donations and gifts for the purpose of the University and consistent with the objects for which the University is established and to enter into any agreement with Central Government, State Government, the University Grants Commission, Ministry of skill development and entrepreneurship, National Skill Development Corporation or other authorities or bodies for receiving any grants, technical support or otherwise;
- (t) To receive funds from the Industry, national and international organizations or any other sources a gifts, donations, benefactions or bequests by transfer of movable and immovable properties for the purposes and objects of the University;

- (u) To establish, maintain and manage halls and hostels for the residence of students and accommodation for faculties, officers and employees of the University and the guest houses, academic infrastructure;
- (v) To supervise and control the residence and regulate the discipline of students of the University and to make arrangements for promoting their health and general welfare and cultural activities;
- (w) To fix, demand and receive or recover fees and such other charges as may be prescribed;
- (x) To institute and award fellowships, scholarships, prizes, medals and other awards;
- (y) To purchase or to take on lease or accept as gift or otherwise, any land or building or works which may be necessary or convenient for the purpose of the University on such terms and conditions as it may think fit and to construct, alter and maintain any such buildings or works;
- (z) To exchange, lease or otherwise dispose of all or any portion of the Immovable properties of the University, on such terms as it may think fit, consistent with the interest, activities and objects of the University under intimation to the State Government;
- (aa) To sell, exchange, lease or otherwise dispose of any movable property of the University;
- (ab) To draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheques or other negotiable instruments;
- (ac) To raise and borrow money on bond, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the University or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the University, all expenses incidental to the raising of money, to repay and redeem any money borrowed under intimation to the State Government;
- (ad) To invest the funds of the University in or upon such securities and transpose any investment from time to time in such manner as it may deem fit in the interest of University; to execute conveyance regarding transfers, mortgages, leases, licenses, agreements and other conveyance in respect of the property, movable or immovable including Government securities belonging to the University or to be acquired for the purpose of the University under intimation to the State Government;

- (ae) To admit the students for the courses offered by the University in the prescribed manner;
- (af) To create skill development, academic, technical, administrative, ministerial and other posts and to make appointments thereto;
- (ag) To regulate and enforce discipline among the teaching and non-teaching employees of the University and to provide for such disciplinary measures as may be prescribed;
- (ah) To institute professorships, associate professorships, assistant professorships, endowed professorship, honorary professorships, adjunct professorships and any other teaching, academic or research posts and to prescribe qualifications for them;
- (ai) To appoint persons as Professors, Associate Professors, Adjunct Professors, Assistant Professors, Registrar or otherwise as teachers and researchers of the University;
- (aj) Subject to the provisions of this Act and regulations, any officer or authority of the University may, by order, delegate his or its powers (except the power to make regulations) to any other officer or authority under his or its control;
- (ak) To recognize industries or training centers for the purposes of practical training of students in skill and to define norms of recognition of competence attained by student in such practical training in industry or training center for the purpose of to earn credits;
- (al) To lay down norms for transfer of credits to promote new learning opportunities without compromising on learning outcomes; (am) to do all such other acts and things as the University may consider necessary, conducive or incidental to the attainment or enlargement of all or any of the objects of the University.
- (am) The University shall furnish to the State Government, University Grants Commission, Ministry of Skill Development and Entrepreneurship, All India Council for Technical Education and other statutory authorities such reports, returns, statements and other information as may be required by them from time to time.
- (an) To establish Academic Bank of credit for Constituent/Affiliated Colleges/Departments/Schools, etc. or other recognized Universities.

2. Powers and duties of officers

Director General:

- (1) The Director General shall be the Chief Executive of the University. He shall preside over at the meetings of the Academic Council, Skill Development Council and the Finance Committee.
- (2) Without prejudice to the generality of the provisions contained in sub- section (1), the Director General shall,
 - (a) exercise general supervision and control over the affairs of the University;
 - (b) ensure implementation of the decisions of the authorities of the University;
 - (c) be responsible for imparting of instruction and maintenance of discipline in the University; and
 - (d) exercise such other powers and perform such other duties as may be assigned to him by or under this Act or the regulations or as may be delegated to him by the Board or by the President.

Registrar:

The Registrar shall –

- i) be responsible for the custody of records, common seal, the funds of the University and such other property of the University;
- ii) place before the Board and other authorities of the University, all such information and documents as may be necessary for transaction of its business;
- iii) be responsible to the Director-General for the proper discharge of his functions;
- iv) be responsible for the administration and services of the University; and make all other arrangements necessary thereof and be responsible for the execution of all processes connected therewith;
- v) attest and execute all documents on behalf of the University;
- vi) verify and sign the pleadings in all suits and other proceedings by or against the University. All the processes in such suits and proceedings shall be issued to and served on the Registrar; and
- vii) exercise such other powers and perform such other duties as may be assigned to him by or under this Act, the regulations or as may be delegated to him by the Board or the Director General.

Directors:

The Directors shall assist the Director General in managing the academic, administrative and other affairs of the institutes or centers and shall exercise such powers and perform such functions as may be prescribed or entrusted to them by the Director General.

Deans:

The Deans shall assist the Director General and respective Directors of the Institutes or Centres in managing the academic and other affairs of the University, Institutes and Centres, and shall exercise such powers and perform such functions as may be prescribed or entrusted to them by the Director General.

Authorities of the University.

1. The following shall be the authorities of the University, namely: -
 - (a) Board of Governance;
 - (b) Board of Management;
 - (c) Academic Council;
 - (d) Skill Development Council;
 - (e) Finance Committee;
 - (f) Appointment Committee
 - (g) Building and Works Committee

Such other authorities as may be declared by regulations to be the authorities of the University.

2. The Board may make regulations consistent with this Act, for -
 - (a) laying down the procedure to be followed at their meeting; and
 - (b) providing for all matters which by this Act are to be prescribed by regulations.
3. The Board shall make regulations providing for giving of notice to the members of the authority of the dates of meeting and of the agenda to be considered at meetings and for keeping of a record of the proceedings of the meetings.
4. The annual report of the University giving details of broad programs, policies and finances, amendments of acts made during the year under report, shall be prepared under the direction of Skill Development Council and shall be submitted to the board on or after such date as may be prescribed and the board shall consider the report at its annual meeting.

5. The procedure followed in decision making process including channel supervision and accountability: All decisions are taken by the Director General and Registrar in accordance with the provisions of the Kaushalya The Skill University Act
6. Norms set for the discharge of its functions: All the functions are discharged promptly and with the fastest possible speed using modern information technology tools.
7. The rules, regulations, instructions, manuals and records used by employees for discharging their functions: Presently, all the functions are discharged by Employees as per the provisions of the Act and instructions by Director General/ Registrar.
8. A statement of categories of the documents held. : The following documents are held:
 - i) Act
 - ii) Account Rules
 - iii) Annual Accounts
 - iv) Agenda and minutes of meetings
 - v) Cash Book
 - vi) Cheque Register
 - vii) Bill register
 - viii) Receipt Book
 - ix) ABC Register (for salary)
 - x) EMD Register
9. The particulars of any arrangement that exists for consultation with representation by the members of the public, in relation to formulation of policy or implementation thereof: Before taking important decisions, all stakeholders are consulted in accordance with the provisions of the act.
10. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it and additional information as to whether the meeting of these are open to the public or the minutes of such meetings are accessible to public:

The University authorities are the Board of Governors, Board of Management, Academic Council, Skill Development Council, Finance Committee, Appointment Committee and Building and Works Committee at present, the minutes of meetings are accessible to public on demand as per the Provisions of RTI act.

11. The names, designations, and other particulars of the public information officers:

Office Address: Academic Block-3, VGEC Campus, Chandkheda, Ahmedabad, Gujarat
382424

Officer	Name	Designation	Phone number	Section	Email
Appellate officer	Mr. Nayan Patel	Deputy Registrar	6356037680	ALL	dy.registrar@kaushalya skilluniversity.ac.in
Public Information Officer	Mr. Dhaval Patel	Assistant Registrar	6356037680	ALL	asst.registrar@kaushalya skilluniversity.ac.in

A directory of its officers and employees:

SN	Name	Designation	Pay Level	Pay Scale
1	Prof. (Dr.) S. P. Singh	Director General	As per UGC Norms	2,10,000/- p.m. (fixed)
2	Ms. Rekha Nair	Registrar	14	144200-218200
3	Mr. Nayan Patel	Deputy Registrar	12	78800- 209200
4	Mr. Rahul Raval	Dy. Controller of Examination	12	78800-209200
5	Mr. Dhaval Patel	Assistant Registrar	10	56100-177500
6	Mr. Jaikishan Pillai	Section Officer	8	44900-142400

Academics & Skill:

SN	Name	Designation	Pay Level	Pay Scale
1	Dr. Manish Gupta	Senior Professor & Director (Academics)	15	182200- 224100
2	Dr. Ashish Joshi	Professor	14	144200- 218200
3	Dr. Shivkant Shukla	Professor	14	144200- 218200
4	Dr. Chetankumar Trivedi	Professor	14	144200- 218200
5	Shri Pankaj Mistri	Chief Skill Coordinator	13A	131400- 217100

6	Dr. Parag Shukla	Associate Professor	13A	131400- 217100
7	Dr Chintan Patel	Assistant Professor	10	57700- 182400
8	Dr Dikshan Shah	Assistant Professor	10	57700- 182400
9	Dr. Jaykumar Vala	Assistant Professor	10	57700- 182400
10	Dr Divya Shah	Assistant Professor	10	57700- 182400
11	Dr Kanika Sood	Assistant Professor	10	57700- 182400
12	Dr Vijay Patel	Assistant Professor	10	57700- 182400
13	Dr. Parth Kamaliya	Assistant Professor	10	57700- 182400
14	Dr. Jigar Nagvadia	Assistant Professor	10	57700- 182400
15	Dr. Pushpkiran Singh	Assistant Professor	10	57700- 182400
16	Dr. Maulik Joshi	Assistant Skill Coordinator	8	44900 – 142400
17	Mr. Ramkrushna Panchal	Assistant Skill Coordinator	8	44900 – 142400
18	Mr. Jayjit Trivedi	Assistant Skill Coordinator	8	44900 – 142400

The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Budget Estimates [Rs. (in Lacs)]

SN	Budget Head	2023-24	2024-25	2025-26
1	Income	5330.00	10503.00	10570.00
2	Expenses	4736.99	6582.41	7649.17

12. The manner of executing of subsidiary programmes including amounts allocated and the details and beneficiaries of the programmes: Not applicable
13. Particulars of recipients of concessions, permits or authorization granted by it: NIL
14. Details of information available or held by it reduced in electronic form:
All important information and relevant circulars, notifications, forms, academic and administrative information are available on University's website www.kaushalyaskilluniversity.ac.in and they are freely downloadable.

15. The particulars of facilities available to citizens for obtaining information including working hours of a library or reading room maintained for public use:

The University is open on all days for obtaining information from 10:30 am to 5.30 pm excluding Sundays, and Gazetted holidays. The citizens can apply for information with a prescribed fee of Rs. 20/- to the Public information officer.

Inspection of Answer Sheets

The university provides inspection of evaluated of answer sheet. All the concerned students who wish to apply for the inspection of the evaluated answer sheet/answer sheets under RTI Act, 2005, they are required to apply for inspection after the declaration of the result of Rechecking/Re-assessment and before the last date mentioned in the obliteration/pulping circular issued by the exam section.

The inspection shall be given after the declaration of Rechecking/Re-assessment result, even though the application might has been received before the declaration of Rechecking/Reassessment result.

Photocopy of Answer Sheets under RTI Act, 2005

Students can obtain the photocopy of answer sheet under the RTI Act, 2005. The charge for the photocopy are as under:

Charges for the photocopy	Charges to receive photocopy of answer sheet personally from the University	Charges to receive photocopy of answer sheet at the postal address
(a) RTI Application fee	Rs. 20/-	Rs.20/-
(b) Photocopy Charges per answer sheet	Rs. 80/-	Rs.120/- (Inc. postal charges)

How to Apply

- Students are required to apply with all details containing Name, Enrolment Number, Subject Code, Contact Details (including mobile number) etc.
- Students are required to attach the copy of hall ticket/print out of online result and college ID proof.

- Students have to pay fees of Rs. 20/- by any of the mode prescribed under RTI Act, 2005 i.e. court fee stamp/IPO/DD/Indian non-judicial stamps/ revenue stamp along with application.
- The students will be informed regarding date & time of inspection through SMS/letter only after the declaration of the result of rechecking/re-assessment.

Important Notes

- Inspection of answer-sheets is given only for the academic guidance of the students and does not provide any remedy in case of any discrepancy that may be noticed in the process. Therefore no request for change or correction of marks shall be entertained under the RTI Act, 2005.
- Only applicant student will be allowed to inspect his/her own the answer sheet.

16. Information which shall not be provided under the RTI Act, 2005

➤ **Information related to Exam section:**

Information/Details	Description	RTI Act Clause
The details of staff members associated with confidential activities of examination, such as paper setter, answer script examiner, practical examiner, rechecking/ reassessment process, mark entry, and other examination-related works, etc.	In the interest of the examination of university, it is not disclosed as this may affect the process of confidentiality. This is also subject to life-threatening physical safety of the examiner. Any person can bridge the information of examination which may affect the results.	8 (1) (g)
The opinion of the experts or panelists related to UNFAIR PRACTICE cases of examination.	This information is subjected to life threatening to the person. In addition to this confidentiality of the examination process may deteriorated and disclosure may affect adversely.	8 (1) (g)

The information regarding the confidential activity of the examination given to outsourced agencies by the university.	If such information is disclosed, it may adversely affect the interest of the University. It may endanger the life or Physical safety of that person.	8 (1) (g) 8 (1) (d)
Confidential work/ information about procedure of examination section by which instrument or process is carried out, at what time etc.	If such information is disclosed, it may adversely affect the interest of the University.	8 (1)(g)
Information regarding personal details of the students such as name, address, mobile number, photo etc.	Such detail related to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual's life.	8 (1) (j)
Examination result obtained by the students in the examination	The university follows the grade system as suggested/ recommended by AICTE. The result of the student is declared in grades SPI and CGPA-wise by the university.	As per UGC

➤ **Information related to Affiliation/Staff-Endorsement Section**

- The information regarding Fact Finding Committee (FFC)/academic inspection report or information supplied with the application for affiliation which contains institutional information such as documents regarding land building, analysis of financial conditions etc. This information is important and confidential. Such information shall not be disclosed considering the interest of professional institutions to the third party, disclosure of which would harm the competitive position. Therefore,

information regarding copy of FFC/ academic inspection report shall not be provided under section 8 (1) (d) of the RTI Act, 2005.

- FFC or academic inspection report contains names and signatures of convener, committee members etc. If such information is disclosed, it would endanger the life or physical safety of those persons involved in inspection process. Hence, such information shall not be provided under section 8 (1) (g) of the RTI Act, 2005.
- Copy of certificates about education qualification and experience of teaching staff of affiliated self-financed colleges/institutions considered for staff endorsement process is treated as personal information. Further the disclosure of such information has no relationship to any public activity or interest, or which would cause unwarranted invasion to the privacy of the individual's life. Hence, such information shall not be given under Section 8 (1) (j) of the RTI Act, 2005.

➤ **Information related to Student Grievance Redressal Cell:**

The personal details of the complainer and the details of the person against whom complain is registered shall not be provided. Such details related to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual's life shall not be provided under section 8 (1) (j) of the RTI Act, 2005.
