

# Disclosure under section 4 (1) (b) of the Right to Information Act, 2005

## 1. The particulars of the Organization, Functions and Duties :

Name of the Organization	HOMI BHABHA NATIONAL INSTITUTE
Address	2 <sup>nd</sup> Floor, Training School Campus Anushaktinagar, MUMBAI – 400 094
Contact	Deputy Registrar – 02225597637 Registrar - 02225597627
Website	<a href="http://www.hbni.ac.in">http://www.hbni.ac.in</a>

The Homi Bhabha National Institute was established in 2005 under Section 3 of the UGC Act and has 10 Constituent Institutions (CIs) and 1 (One) Off-Campus Centre (OCC). Information on the CIs and OCC and links to the CIs and OCC are available in the website.

### Functions:

The mandate of HBNI is to conduct academic and research programs towards the advancement of nuclear science and technology and allied subjects including mathematics and medical & health sciences. The academic and research programs are implemented in the CIs and OCC of HBNI.

The mission, vision and objectives of HBNI are outlined in the web site : <http://www.hbni.ac.in>

### Powers and Duties of its Officers and Employees

HBNI has only three officials on its rolls – Vice Chancellor, Dean and Registrar. The other functionaries of HBNI are either on rolls of its Constituent Institutions /Off-campus Centre or Raja Ramanna Fellows of DAE.

The powers and duties of Vice Chancellor, Dean and Registrar are prescribed in the MoA and Rules of HBNI and the same are available in the website.

### Procedure followed in the decision making process:

The organizational structure of HBNI is decentralized. The responsibilities for selection and admission of students, payment of fellowships, guidance and monitoring of progress of students, redressal of grievances of students, organization of examinations and other such activities are under the purview of the CI/OCC. The Director of the CI/OCC provides overall guidance to the academic programs at the CI and sets up necessary organizational structures for the conduct of the academic programs with rigor. Every CI/OCC has one or more Deans (Academic), depending on the disciplines handled by the CI/OCC, and one Dean (Student Affairs) and a Nodal Officer who handle all the academic Governance and students' welfare activities. The Central Office provides overall governance for the academic programs and ensures harmony in processes adopted in the CIs/OCC, adherence to guidelines of statutory bodies and uniform high standards in every process.

The Council of Management (CoM) of HBNI is the Apex body with regard to all administrative and statutory aspects of the functioning of HBNI, such as framing of rules, resource allocation, evolving and approving strategic plans and other such policy issues. The CoM is chaired by Secretary, DAE.

The Academic Council (AC) of HBNI is the Apex body with regard to academic matters such as

planning academic programs, evolving ordinances and guidelines for academic programs, improving standards of teaching and research, approving new programs and courses, recognition of faculty, etc. The Academic Council is chaired by Vice Chancellor.

The Planning and Monitoring Board, chaired by VC, reviews the academic performance of HBNI and evolves future plans for approval by CoM or AC.

Finance Committee is responsible for the financial management at a macro level, including approval of expenditure above certain limits, accounting policies, preparation of budget and other financial statements, etc.

There is a Board of Studies for each discipline in which a degree, diploma or certificate is offered by the Institute. The BoS comprises of subject experts from all CIs/OCC and takes decisions on the academic programs related to that discipline, including approval of syllabus, recognition of faculty, approval of reviewers for Ph.D thesis, etc.

The functions of CoM and other bodies are described in the document on rules of HBNI available in the web site [www.hbni.ac.in](http://www.hbni.ac.in).

2. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

The rules of HBNI are available in the web site. The main records held by HBNI Central Office are the records of students pursuing various academic programs including the thesis & project reports, and records of faculty. A few categories of documents that are held by it or under its control are :

- a) Student files
- b) Faculty files
- c) Files of correspondences
- d) Annual reports – available in website
- e) Files related to budget and budgetary allocation
- f) Files related to parliamentary questions
- g) Files related to procurement/tender
- h) Files & documents related to MoUs

3. 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 composition of Council of Management, Academic Council, Finance Committee and Boards of studies are available in website. The final viva voce examination of the research scholars are open for all subject experts. Minutes of meeting of the Internal Quality Assurance Cell are placed in the web site. A variety of documents, including the annual report, brochures, newsletters, ordinances, guidelines etc., are also available in the web site.

4. Directory of Officers and Employees ( As on 02.09.2021)

Prof. P.R.Vasudeva Rao                      Vice Chancellor  
 Prof. P.D.Naik                                      Dean  
 Dr. D.K.Maity                                      Registrar(officiating)

Dr.D.K.Maity	Associate Dean	In the rolls of BARC
Dr.A.K.Dureja	Associate Dean	
Shri C D Raju	Sr.PPS	
Sri B.V.Balaji	Deputy Registrar	
Vacant	Deputy Finance Officer	
Sri J.N.Makwana	Administrative Officer-III	
Ms.Bharati Suvarna	Assistant Registrar	
Vacant	Accounts Officer	
Sri Bilgi R.V.	Sr. PS	
Sri S.Parthasarathy	SA/E	
Sri Brijesh Sharma	SA/D	
Sri P.T.Shyal	Assistant	
Ms.Rina Dumre	Assistant	
Ms.Rasika Mule	Assistant	
Ms.Kiranjeet Kaur Khalsa	Assistant	
Ms.Rachna Sajish	Assistant Accountant	
Ms.Raji P.R.	Stenographer Grade-I	
Ms.Nivedita Wagh	UDC	
Sri Sachin Kotkar	UDC	
Sri Ganesh Uttekar	LDC	
Sri P.S.Jaiswar	Technician/B	
Ms.Sundanda Doiphode	Work Assistant/B	
Sri Niyaz Ahmed	Work Assistant/A	

5. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations are as follows :

Designation	Pay Scale (Level)
Vice Chancellor	Level-17
Dean	Level-16
Registrar	Level-14

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

The Budget Estimates, Revised Estimates, funds allocated by the Department of Atomic Energy, Mumbai and actual expenditure incurred during the years 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 are given below:

(Rs. in Crore)

Year	Budget Estimates	Revised Estimates	Actual
2014-15	3.00	2.40	0.95
2015-16	4.00	2.50	1.21
2016-17	5.00	3.00	1.50
2017-18	4.00	4.30	1.94
2018-19	4.55	4.15	2.44

7. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.: N.A

8. Particulars of recipients of concessions, permits or authorizations granted by it: N.A.

9. Details in respect of the information, available to or held by it, reduced in an electronic form :

All the relevant details including the circulars and orders issued from time to time are made available on the website. Further, other details like employment related issues, procurement / tenders etc., are also made available on the website.

Soft copies of thesis submitted by research scholars are uploaded on HBNI website and also on INFLIBNET website.

10. 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 C I s a n d O C C o f H B N I maintain a library restricted mainly to their employees and interns. The library is not open for general public except with the due permission of the Competent Authority. To obtain information under the Right to Information Act, 2005, a person may make a request in writing or through electronic mails along with the prescribed application fee in favour of CPIO, HBNI.

11. The names, designations and other particulars of the Public Information Officers are :

Appellate Authority	Dr Chandrasekar Registrar Homi Bhabha National Institute 2 <sup>nd</sup> Floor, Training School Campus Anushaktinagar Mumbai 400 094 Phone : (022) 25597627 Email : bchandrasekar@hbni.ac.in
Public Information Officer	Shri J.N. Makwana Administrative Officer-III Homi Bhabha National Institute 2 <sup>nd</sup> Floor, Training School Campus Anushaktinagar Mumbai 400 094 Phone : (022) 25597554 Email: A03hbni@hbni.ac.in
Assistant Public Information Officer	Smt.Bharati Suvarna Assistant Registrar Homi Bhabha National Institute 2 <sup>nd</sup> Floor, Training School Campus Anushaktinagar Mumbai 400 094 Phone : (022) 2559 7611 Email : apohbni@hbni.ac.in

Students Grievance Redressal Committee for addressing the grievances from Students, and women's cell to deal with sexual harassment and other complaints have been formed and the relevant orders are available on the HBNI Website.

12. Such other information as may be prescribed

VACANCY/STAFF POSITION AS ON 02/09/2021 - NIL