

INFORMATION MANUAL

Under Sec. 4 (1) (b) of RIGHT TO INFORMATION ACT, 2005

STATE PROJECT DIRECTORATE
RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)
HIGHER & TECHNICAL EDUCATION DEPARTMENT

GOVERNMENT OF MIZORAM

(ESTHER LALRUATKIMI)
State Project Director
-cum-
Commissioner & Secretary
Higher & Technical Education Department.
Mizoram : Aizawl

1. ORGANISATION, FUNCTIONS AND DUTIES

(With reference to Section 4 (1)(b)(i) of the Right to Information Act, 2005)

Compliant to clause (b) of sub-section (1) of Section 4 of the Right to Information Act, 2005, State Project Directorate, Rashtriya Uchcharat Shiksha Abhiyan (RUSA), Higher & Technical Education Department, Government of Mizoram hereby published to Information Manual for the convenience of the general public as below:-

Name of Public Authority/DAA	:	Mr. Laltanpuia, Addl. State Project Director
Address	:	Mc Donald Hill, Zarkawt, Aizawl
Head of Department	:	State Project Director -cum- Commissioner & Secretary, H&TE, Govt. of Mizoram
Parent Government Department	:	Higher & Technical Education Department
Reporting to which office	:	Mizoram Information Commission
Jurisdiction-Geographical	:	Entire Mizoram
Vision and Mission	:	To Attain higher levels of access, equity and excellence in the State higher education system with greater efficiency, transparency, accountability and responsiveness.
Objectives	:	<ul style="list-style-type: none"> • Improve the overall quality of state institutions by ensuring conformity to prescribed norms and standards and adopt accreditation as a mandatory quality assurance framework. • Usher transformative reforms in the state higher education system by creating a facilitating institutional structure for planning and monitoring at the state level, promoting autonomy in State Universities and improving governance in institutions. • Ensure reforms in the affiliation, academic and examination systems. • Ensure adequate availability of quality faculty in all higher educational institutions and ensure capacity building at all levels of employment. • Create an enabling atmosphere in the higher educational institutions to devote themselves to research and innovations. • Expand the institutional base by creating

	<p>additional capacity in existing institutions and establishing new institutions, in order to achieve enrolment targets.</p> <ul style="list-style-type: none"> • Correct regional imbalances in access to higher education by setting up institutions in unâ€ served & underserved areas. • Improve equity in higher education by providing adequate opportunities of higher education to SC/STs and socially and educationally backward classes; promote inclusion of women, minorities, and differently abled persons.
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Introduction :

State Project Directorate, Rashtriya Uchcharar Shiksha Abhiyan (RUSA), Higher & Technical Education Department, Government of Mizoram was established in 2014. The State Project Directorate has dual function. Besides its function as unit to implement RUSA objectives in the State, it also functioned as Secretariat of State Higher Education Council (SHEC)- Mizoram by providing all managerial, operational, logistic and professional support. The SPD, RUSA is manned by State Project Director, Addl. State Project Director, Jt. State Project Director and Project Finance Officer. Supporting Staff are engaged on contractual basis with fixed monthly remuneration.

Organizational set up and functions & duties of State Project Directorate, Rashtriya Uchcharar Shiksha Abhiyan (RUSA):

**State Project Directorate
Rashtriya Uchcharar Shiksha Abhiyan (RUSA) : Mizoram**

State Project Directorate, RUSA : Mizoram is headed by State Project Director and comprises of Addl. State Project Director, Jt. State Project Director, Project Finance Officer and other supporting staff.

RUSA is a Centrally Sponsored Scheme (CSS) aims at providing strategic funding to eligible state higher educational institutions. The Scheme is implemented through Ministry of Education over two plan periods, 12th Plan (2012-1017) and 13th Plan (2017-2022). The funding is in the ration of 90:10 for Special Category States on the basis of critical appraisal of State Higher Education Plans and is norm based and outcome dependent.

Under RUSA 1.0, there are total of 24 Beneficiary Colleges. 21 Colleges received fund under the Component of Infrastructure Grants to Colleges, 2 Colleges under the component of Upgradation of Existing Degree Colleges to Model Degree Colleges and 24 Colleges under the component of Equity Initiatives. Mizoram Engineering College was also constructed under the Component of New Professional Colleges in Pukpui, Lunglei District.

Under RUSA 2.0, there are total of 24 Beneficiary Colleges. 15 Colleges received fund under the component of Infrastructure Grants to Colleges, 4 Colleges under the component of Upgradation of Existing Degree Colleges to Model Degree Colleges and 24 Colleges under the component of Faculty Recruitment Support. Under Faculty Recruitment Support, 72 posts of Asst. Professor was created (3 post each to 24 Colleges), 69 posts were filled and sanctioned by RUSA Project Approval Board (PAB) .

2. POWERS & DUTIES OF OFFICERS AND EMPLOYEES

(With reference to Section 4(1)(b)(ii) of the Right to Information Act, 2005)

1. State Project Director (SPD):

- a. SPD being the overall executive of the Mission shall be responsible for proper financial administration & activities of the Mission and shall exercise the financial powers as indicated in **Chapter-V** as modified from time to time by the SHEC.
- b. SPD shall have the power to delegate his financial powers to Addl. SPD or any other officer with the approval of Chairman, SHEC.
- c. He shall ensure proper arrangement for safe custody and security of cash balances, stores and other properties of the Mission and further ensure that reports, return accounts are prepared and submitted properly, correctly and promptly.
- d. He shall formulate plan, implement and monitor and submit periodical, performance reports as when required by the Chairman SHEC, State Govt. and as the case may be.
- e. He shall exercise all financial powers as assigned by the SHEC.

2. Addl. State Project Director (ASPD)

- a. Additional SPD shall assist the SPD in all matters in the discharge of the duties and responsibilities including financial matters.
- b. He shall officiate as SPD in-charge during absence of SPD from headquarters, if so authorized by the SPD.
- c. As Head of Office of the Directorate, ASPD will maintain discipline and supervises all matters relating to the Directorate.
- d. ASPD will be the Drawing and Disbursing Officer of the Directorate and signatory of the joint bank account established by the State Higher Education Council in any nationalized or scheduled bank and ensure that all funds received from Govt. of India, State Government are maintained in the joint signatory RUSA main saving Bank account and other funds in separate saving bank account and exercise cheque withdrawal authority under joint signature.

- e. Additional SPD will be the Departmental Appellate Authority (DAA) as per RTI Act, 2005.

3. Jt. State Project Director (JSPD)

- a. The Jt. State Project Director is also Head of Technical Support Group of the Directorate and will be in-charge to prepare the Reports of the RUSA Mission in time.
- b. To maintain the records of SHEC meetings, coordinate the preparation of agenda notes and follow up the decision taken therein;
- c. To arrange all other matters and duties as assigned by the SPD/ASPD from time to time.
- d. The Jt. State Project Director will be signatory of the joint bank account maintained by the Directorate and shall also discharge duty of Data Approval (D.A) in respect to PFMS.
- e. He will be the State Public Information Officer (SPIO) under RTI Act, 2005 and responsible to discharge duty for the same.

4. Project Finance Officer (PFO/FO):

- a. To assist the SPD, ASPD and JSPD in the discharge of financial responsibilities.
- b. To maintain properly the accounts of the transaction correctly and in the form prescribed under the rules and orders.
- c. To formulate proposals for expenditure consistent with the programme adopted.
- d. To maintain financial regularity of transaction with the programme adopted.
- e. To look into the realization of Mission dues and loans.
- f. He will also do other duties as assigned by the SPD from time to time.
- g. To assist SPD in presenting the Audit Observation of Chartered Accountant as per provision of act to the SHEC and also with action taken report for onward transmission to State Govt. & Central Govt.
- h. To compile AG's inspection report, CAG's draft report with preparation of replies with action taken notes.
- i. To advice SPD on any other financial matters.
- j. To conduct/arrangement for special audit of Accounts of Subordinate Offices as and when required by Mission.
- k. To pursue release of State Share of RUSA.

3. DECISION MAKING PROCESS, CHANNEL OF SUPERVISION AND ACCOUNTABILITY

(With reference to Section 4(1)(b)(iii) of the Right to Information Act, 2005)

RUSA is implemented and monitored through an institutional structure comprising of bodies with clearly defined roles and powers at the Central, State and Institutional levels.

National Level Bodies

RUSA Mission Authority is the Apex body at the national level. The Minister of Education is the Chairperson of the Mission Authority. The RUSA Mission Authority delineates overall policy and planning, reviews functioning of Project Approval Board (PAB) etc. The Secretary (Higher Education) chairs the PAB which approves State's Higher Education Plans (SHEPS), assesses performance of States and institutions and approve release of funds. The National Project Directorate, which is embedded in the Ministry, is headed by the Joint Secretary (Higher Education) in his capacity as the National Mission Director. These two bodies are supported by the Technical Support Group (TSG) which examines and appraises SHEPS, monitors flow of funds and information and provides all operational, technical, logistical and managerial support.

State Level Bodies

The scheme is steered in each State/UT through State Higher Education Councils (SHEC). The SHECs are supported in turn by the State Project Directorate (created by the State Government) and State TSGs. These bodies are responsible for management, coordination, implementation and monitoring of the project at the State/UT levels. The formation of SHEC forms the primary block towards building a sound planning and funding mechanism for higher education at State level. Given the number of State: universities and the large number of students they cater to, States are the unit of planning for higher education under RUSA and it is necessary to create SHEC as a body that is at an arm's length from the State as well as centre, which synergizes their resources and fulfils these functions of planning, monitoring, quality control and co-ordination at the State level.

Institution Level Bodies

The project at the Institutional level is managed by two bodies; the Board of Governors (BoG) and a Project Monitoring Unit. The BoG takes all policy decisions with regard to smooth, cost effective and timely implementation of the Institutional project and ensure overall faculty development etc. A Project Monitoring Unit represented by academic officials, faculty, administrative officers and students is responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

4. NORMS SET BY THE STATE PROJECT DIRECTORATE FOR THE DISCHARGE OF ITS FUNCTIONS

(With reference to Section 4(1)(b)(iv) of the Right to Information Act, 2005)

The State Project Directorate is divided into three sections viz., Technical, Account and Establishment.

Technical Sections deals with DPRs, Monitoring and Evaluations of projects undertaken, and Management of MIS and provide all technical support through SHEC.

Accounts Sections deals with flow of funds and management of accounts held by the Directorate.

Establishment Sections deals with establishment of SHEC, meetings and conferences, and other administrative matter of the State project Directorate.

5. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE STATE PROJECT DIRECTORATE OF USED BY THE EMPLOYEES FOR THE DISCHARGING ITS FUNCTIONS

(With reference to Section 4(1)(b)(V) of the Right to Information Act, 2005)

1. Mizoram State RUSA Financial Regulations, 2015
2. Handbook of RUSA

6. CATEGORIES OF DOCUMENTS HELD BY THE STATE PROJECT DIRECTORATE OR UNDER ITS CONTROL

(With reference to Section 4(1)(b)(vi) of the Right to Information Act, 2005)

Sl No	Category of documents	Type of document	Controlled/ Held by
1.	Mizoram State Higher Education Council (Amendment) Act, 2021	Gazetted copy	Controlled by the State Project Director.
2.	State Higher Education Plan	By File	Controlled by the State Project Director.
3.	DPR(s) of various projects undertaken in beneficiary colleges.	Estimates and plan	Controlled by the State Project Director and held by Asst. Engineer.

7. PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH REPRESENTED BY THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF ITS POLICY OF IMPLEMENTATION OF ITS POLICY

(With reference to Section 4(1)(b)(vii) of the Right to Information Act, 2005)

Section 3(4) of the Mizoram State Higher Education Council (Amendment) Act, 2021 provided that member of the Executive Council shall include representatives from Civil Society (CYMA) and Women's Organisation.

8. STATEMENT OF BOARD/Council CONSTITUTED FOR THE PURPOSE OF ADVICE

(With reference to Section 4(1)(b)(viii) of the Right to Information Act, 2005)

State Higher Education Council was established vide No.B.13017/5/2013-HTE, dated 11th September, 2014 and was reconstituted vide even no. dated 13th May, 2014. As per The Mizoram State Higher Education Council (Amendment) Act, 2021 (Act No.4 of 2021), there are two Council(s) viz., Advisory Council and Executive Council.

A. Composition of Advisory Council:

Chairman	: The Chief Minister of the State
Vice Chairman	: The Minister, Higher & Technical Education
Member Secretary	: Member-Secretary, SHEC
Member	: The M.P. Lok Sabha - The M.P. Rajya Sabha Three MLAs, one of whom is the Leader of Opposition or Leader of Group Vice-Chairman, State Planning Board. The Vice-Chancellors of the State and Central University Chief Secretary Commissioner & Secretary, Higher & Technical Education -Member Secretary, Finance Department Secretary, Planning & Implementation Department Secretary to Government, Law Department Principal Secretary, Health & Family Welfare Vice Chairman, Executive Council Secretary to Government, School Education Secretary to Government, Social Welfare Secretary to Government, Horticulture Department Chairman, MBSE Director of Higher & Technical Education. – Member

The Advisory Council shall meet at least once in a year and shall deliberate on the general policies in higher education with particular reference to the functioning of the Council.

B. Composition of the Executive Council:

Chairman	- Minister, Higher Education by virtue of his office.
Vice Chairman	- An Eminent Academician with proven leadership qualities. (preferably rank of Professor in case the Chairman is a non-academic person).
Member Secretary - Member	- An eminent academician, preferably rank of Professor. Secretary, Higher & Technical Education. Director, Higher & Technical Education. State Project Director (RUSA). Vice Chancellor of State/Central University. Two Principals of Affiliated Government Colleges. Representative from Civil Society (CYMA). Representative from Women Organisation. Representative from Science & Technology (MSA). Two representatives from College Faculty (MCTA). One nominee of the Government of India, MHRD. Two Academicians from outside the State.

As per Section 14(1) of the Mizoram State Higher Education Council (Amendment) Act, 2021, the followings are the responsibility of the Executive Council:

(a) It shall be responsible for planned and coordinated development of higher education in the State and also to foster sharing of resources between universities, benefit from synergy across institutions, lead academic and governance reforms at the institution level, establish principles for funding institutions, maintain a databank on higher education and conduct research and evaluation studies:

(b) To render advice to the Government, Universities and other educational and research institutions on the matter higher education in the State;

(c) To co-ordinate the roles of the Government, Universities and apex regulatory agencies in higher education within the State;

(d) To evolve new concepts and programmes in higher education.

9. DIRECTORY OF OFFICERS AND EMPLOYEES OF STATE PROJECT DIRECTORATE, RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), MIZORAM

(With reference to Section 4(1)(b)(ix) of the Right to Information Act, 2005)

Sl No	Designation	Name	Remarks
1	State Project Director	Ms. Esther Lalruatkimi	Dual charge with Commisioner & Secretary, H&TE.

2	Addl. State Project Director	Mr. Laltanpuia	Attached from Govt. Zirtiri Res. Science College
3	Joint State Project Director	Dr. Zarzoliana	Attached from Govt. Hrangbana College
4	Project Finance Officer	Ms. Lalmalsawmi	Dual Charge
5	Assistant. Engineer	Er. Joshua Lalthakima	
6	Consultant	Malsawmsanga	
7	Assistant MIS Co-ordinator	Marion Lalduhzuali	
8	Office Assistant	K.B Ramsangzuali	
9	Accountant	R. Lallawmsangi	
10	P.S to Member Secretary, MSHEC	Michael Vanlalzawna	
11	D.E.O	Lalfakzuala	
12	Cashier	Lalnunmawii	
13	Technician	Liankunga Ralte	
14	Project Assistant	Zothanpuui	
15	LDC	Lalrindiki	
16	Receptionist	Lalbiakhnemi	
17	IV-Grade	Lalmuanpuia	
18	IV-Grade	Lalramnghaki	
19	IV-Grade	Lalrinchhani	
20	Sweeper	T. Lalnunpuui	
21	Night Chowkider	Vanlalchhuanga	
22	IV Grade-cum-Chowkider	J. Rochungnunga	Posted at MEC, Pukpui
23	IV Grade-cum-Chowkider	C. Lalbiaksanga	Posted at MEC, Pukpui
24	IV Grade-cum-Chowkider	B. Lalremsanga	Posted at MEC, Pukpui
25	IV Grade-cum-Chowkider	David Rohmingliana	Posted at MEC, Pukpui
26	Des. Rider	K. Lalchhandama	

10. MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES OF STATE PROJECT DIRECTORATE, RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), MIZORAM

(With reference to Section 4(1)(b)(ix) of the Right to Information Act, 2005)

Sl No	Name	Designation	Pay Matrix	Gross emoluments for one month as on _____ (figure in Rupees)
1	Ms. Esther Lalruatkimi	State Project Director	Level 15	-
2	Mr. Laltanpuia	Addl. State Project Director	Level 13 A	-

3	Dr. Zartzoliana	Joint State Project Director	Level 13 A	-
4	Ms. Lalmalsawmi	Project Finance Officer	Level 11	-
5	Er. Joshua Lalthakima	Assistant. Engineer		30000.00
6	Malsawmsanga	Consultant		25000.00
7	Marion Lalduhzuali	Assistant MIS Co-ordinator		20568.00
8	K.B Ramsangzuali	Office Assistant		20568.00
9	R. Lallawmsangi	Accountant		20568.00
10	Michael Vanlalzawna	P.S to Member Secretary, MSHEC		20568.00
11	Lalfakzuala	D.E.O		17904.00
12	Lalnunmawii	Cashier		17904.00
13	Liankunga Ralte	Technician		16200.00
14	Zothanpuui	Project Assistant		16200.00
15	Lalrindiki	LDC		16200.00
16	Lalbiakhnemi	Receptionist		16200.00
17	Lalmuanpuia	IV-Grade		8136.00
18	Lalramnghaki	IV-Grade		8136.00
19	Lalrinchhani	IV-Grade		8136.00
20	T. Lalnunpuui	Sweeper		8136.00
21	Vanlalchhuanga	Night Chowkider		8136.00
22	J. Rochungnunga	IV Grade-cum-Chowkider		8136.00
23	C. Lalbiaksanga	IV Grade-cum-Chowkider		8136.00
24	B. Lalremsanga	IV Grade-cum-Chowkider		8136.00
25	David Rohmingliana	IV Grade-cum-Chowkider		8136.00
26	K. Lalchhandama	Des. Rider		11892.00

Note: The pay of Sl. No 1-4 are as per the Seventh central Revision of Pay (as modified & extended to the employees under the Government of Mizoram) Rules, 2018 & Revised Allowances to the employees of Government of Mizoram. Sl. No 5-26 draw their pay on contractual basis and as approved by SHEC.