

## **15. Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

### **Working Hours:-**

The academic departments and administrative offices of the University function six days a week. The University remains closed on every Sundays, 2nd and 4th Saturdays of each month and all state government holidays.

Normal working hours are-

10.00 a.m. to 5.00 p.m. (From the months from March - September)

10.00 a.m. to 4.30 p.m. (From the months from October - February)

### **Library working hours :-**

The Central Library working hours is same as Normal working hours of the University. The Central Library remains closed on every Sundays, 2nd and 4th Saturdays of each month and all state government holidays.

The Library facility (reading only) is available to the members of the public. Any persons may visit the Library with permission of the Librarian and use the reading room facility on all working days.

The details of the Central Library is given at <http://library.kkhsou.in/>

### **Facilities available to citizens for attaining information of the University are given below:**

The citizens can obtain information from the concerned officer / section of the University.

| <b>Sl No</b> | <b>Matter</b>                           | <b>Whom to contact during working hours</b>   |
|--------------|---|---|
| 1.           | About courses offered by the University | Dean (Academic)<br>Deputy Registrar (Academic)  |
| 2.           | Admission and admission related         | Dean (Academic)<br>Deputy Registrar (Academic)  |
| 3.           | Examination                             | Controller of Examinations<br>Deputy Registrar (Examination)<br>Assistant Registrar (Examination) |
| 4.           | Study Centre                            | Dean (Study Centres)<br>Assistant Registrar (Study Centre)<br>Assistant Regional Director         |
| 5.           | SLM (Self Learning Materials)           | Registrar<br>Assistant Registrar (Study Centre)   |

|     |                    |   |
|-----|--------------------|---|
| 6.  | Recruitment        | Registrar                                     |
| 7.  | Purchase           | Registrar<br>Deputy Registrar(Administration) |
| 8.  | Construction works | Registrar<br>Deputy Registrar(Administration) |
| 9.  | Financial          | Finance Officer                               |
| 10. | Transport          | Deputy Registrar(Administration)              |
| 11. | Library            | Assistant Librarian                           |