

**MINISTRY OF EDUCATION  
DEPARTMENT OF HIGHER EDUCATION**

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**UNDER SUB-CLAUSE (i)**  
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Particulars of Organization, Functions and Duties of the Department**

**Organization**

Article 77(3) of the Constitution of India lays down as follows:

**(3) “The President shall make rules for the more convenient transaction of the business of the Government of India, and for the allocation among Ministers of the said business”.**

Under the above provision, the President has made the “Government of India (Allocation of Business) Rules, 1961”.

Rule 2 of these Rules says as follows:-

**(2) “Allocation of Business – The business of the Government of India shall be transacted in the Ministries, Departments, Secretariats and Offices specified in the First Schedule to these rules (all of which are hereinafter referred to as ‘Departments’)”.**

**Rule 3(1) of the above Rules further says that “the distribution of subjects among the Departments shall be specified in the Second Schedule to these Rules.....”.**

A Department is responsible for formulation of policies of the government in relation to business allocated to it and also for the execution and review of those policies.

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution seeks to define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify:

- (a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
- (b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

For the efficient disposal of business allotted to it, a Department is divided into Bureaus, Divisions, Branches and Sections.

A Department is headed by a Secretary to the Government of India who acts as the administrative head of the Department and principal adviser of the Minister on all matters of policy and administration within the Department.

The work in a Department is divided into Bureaux with a Special Secretary / Additional Secretary/ Joint Secretary in charge of each Bureau. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his Bureau, subject to the overall responsibility of the Secretary for the administration of the Department as a whole.

A Bureau comprises a number of Divisions each functioning under the charge of an officer of the level of Director / Joint Director / Deputy Secretary. A division may have several branches each under the charge of an Under Secretary or equivalent officer.

A Section is generally the lowest organizational unit in a department with a well defined area of work. It consists of Assistants and Clerks supervised by a Section Officer. Initial handling of cases (including noting and drafting) is generally done by, Assistants and Clerks who are also known as the dealing hands.

While the above represents the commonly adopted pattern of organization of a Department, there are certain variations, the most notable among them being the Desk Officer System. In this system the work of a Department at the lowest level is organized into distinct functional Desks each manned by two Desk functionaries of appropriate ranks i.e. Under Secretary or Section Officer. Each desk functionary handles the cases himself and is provided adequate stenographic and clerical assistance.

The Ministry of Education is one of the Ministries specified in the First Schedule of the above Rules, and consists of the following two Departments:-

- i. Department of Higher Education (HE)**
- ii. Department of School Education & Literacy (SE&L)**

The Minister of Education heads the Ministry of Education. For purposes of the Departments of Higher Education and School Education & Literacy, he is presently assisted by three Ministers of State.

At the administrative level, the Department of Higher Education is headed by a Secretary who is assisted by one Additional Secretary and a number of Joint Secretaries/ Economic Advisor, Directors/ Deputy Secretaries/ DEA, Under Secretaries / Desk Officers and Section Officers.

## **FUNCTIONS AND DUTIES**

The following subjects are allocated to the Department of Higher Education, as per Second Schedule to the Govt. of India (Allocation of Business) Rules, 1961:

1. University education; Central Universities; Rural Higher Education Foreign Aid Programme relating to Higher Education, Technical Education Planning and Development of School Education.
2. Institutions of higher learning (other than Universities).
3. Books [other than the books with which the Ministry of Information and Broadcasting is concerned] and Book Development (excluding stationery paper and news print industries with which the Ministry of Commerce and Industry is concerned) with respect to the items in the list.
4. Audio Visual Education with reference to the items in the list.
5. Production of University level text-books in Regional Languages.
6. Educational research.
7. Publications, information and statistics.
8. Development and propagation of Hindi, including multi-lingual dictionaries.
9. Grant of Financial assistance for the teaching and promotion of Hindi.
10. Propagation and development of Sanskrit.
11. Rehabilitation and other problems relating to displaced teachers and students.
12. Central Advisory Board of Education.
13. UNESCO and Indian National Commission for Cooperation with UNESCO.
14. Matters relating to all scholarships including those offered by foreign countries and foreign agencies in subjects dealt with by this Department but excluding scholarships to students belonging to scheduled castes and scheduled tribes, denotified, nomadic and semi-nomadic tribes and General Scholarships Schemes and scholarships to foreign students and different schemes.
15. Education and Welfare of Indian Students overseas; Education Departments of Indian Missions overseas; Financial assistance to education institutions and Indian Students' Associations abroad.
16. Educational Exchange Programmes; exchange of teachers, professors, educationists, scientists, technologists, etc.; programme of exchange of scholars between India and foreign countries.
17. Grant of permission to teachers of Universities, colleges and institutions of higher learning to accept assignments abroad.
18. Admission of foreign students in Indian Institutions.
19. Charities and Charitable Institutions, Charities and Religious Endowments pertaining to subjects dealt within this Department.
20. Adhoc scientific research, other than research in higher mathematics, nuclear science and atomic energy, in universities and educational institutions.
21. Vigyan Mandirs.
22. General Policy regarding partial financial assistance to Scientists going abroad for studies in fields other than mathematics, nuclear science and atomic energy.
23. Expansion, Development and Coordination of Technical Education.
24. School of Planning and Architecture.
25. Regional Schools of Printing.

26. Grants-in-aid to State Government institutions, non-Government institutions, professional bodies and technical institutions of Union Territories for technical education. Grants-in-aid for post graduate studies in basic sciences, grants-in-aid for development of higher scientific and technological education and research in educational institutions; Grants-in-aid for fundamental research in science and technology; grants to individuals for fundamental research.
27. All India Council for Technical Education including conduct of its National Diploma and National Certificate Examinations.
28. Practical training facilities for students of engineering and technological institutions.
29. Recognition of professional technical qualification for purposes of recruitment to posts under Government of India.
30. National Research Professorships and Fellowships.
31. Holding of Foreign Examination in the fields of professional and technical education in India.
32. University Grants Commission.
33. National Book Trust.
34. Administrative Staff College of India, Hyderabad.
35. Indian School of Mines and Applied Geology, Dhanbad.
36. Indian Institutes of Technology at Kharagpur, Mumbai, Kanpur, Chennai, Delhi, Guwahati and Roorkee.
37. Indian Institute of Science, Bangalore.
38. The Tata Institute of Social Sciences, Mumbai.
39. International Students Houses in India and abroad.
40. Schemes for grant of financial assistance to voluntary organisations for promotion of modern Indian languages.
41. Regulation of Engineering Professional Services.
42. The Architects Act, 1972 (20 of 1972)