JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Programme:LL.B	Session : 2020-2023	Year : 2022	Sem: V

Course: Right to Information

Name of the Faculty: Prof. Ruchi Kumari	Commencement Date: 12 Sep.2022	Date of Closure: 30 Dec. 2022

Lecture No.	Week	Unit	Topics to be Covered	Blended Mode			Date	Duration	Tracking of Lectures	Related Course Outcome	Signature of Faculty	Signature of HoD	Remarks (if any)
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Right to Information before Right to Information Act, 2005										
2			Significance of RTI in democracy										
3			Constitutional basis for RTI										
4			Supreme Court on right to information.										
5	2	2	Public Authority-Definition										
6			Criteria for Determination-										
7			Public Authority- Main function										
8			Record Management										
9	3		Identification and designation of PIOs/APIOs										
10			Size and level of PIO										
11			Appellate Authority										
12			Information Commission										

13	4		Role of Appellate Authority										
14			Dissemination of Information										
15			Determination of fees-Inspection of work/record/taking sample										
16			Accounting procedure for the fees collected-										
17	5		Publication of details of PIOs and Appellate Authority										
18			GUIDELINES FOR Information Officers										
19			Non – Applicability of the Act to certain State organisations										
20		3	Public Information Office										
21	6		Duties and responsibilities-Onus on the PIOs-Procedure and steps involved										
22			Dealings with the APIOs and other Department										
23			Right of the Citizen-Types of help to be extended to the Citizen										
24			Time Frame-Exemptions- Third Party Information-Special Skills of PIOs										
25	7	4	Information Commission-Powers and Functions										
26			The Role and Responsibilities of the Information Commissions										
27			The relevant provisions in the RTI Act dealing with Complaints to the Information										

28			Commission and the specifications thereof- The "Second Appeal" process and the Commissions' mandate for the same										
29			The power of Information Commissions with regard to enforcing compliance of public authorities with the provisions of the RTI Act										
30	8		Imposing penalty / recommending disciplinary action against erring PIOs etc.										
31		5	RTI and Good Governance										
32			Role of Civil Society Organisations and Media										
33			Records Management for Effective Information Management										
34			The importance of records management.Best practices										
35	9		A study of decisions rendered by state commissions and central L PSDA C 4 2 5 Commission in the following areas of – Police, Revenue, PWD, Irrigation, Secretariat, BSNL, Posts and Telegraphs, Scheduled Banks, CPWD, Income Tax Department, Central Excise Department, Local Authorities.										

36			The broad issues relating to the keeping, maintaining, managing and destructing										