



# JAWAHARLAL NEHRU UNIVERSITY

Right to Information Act, 2005

Manual 5a

Particulars of University's Time Limit for Taking Decision

[Section 4 (1) (b)]



## ➤ Time Limit for Deciding Grievances:

There is no single time limit for every kind of decision in the Public Authority i.e. Jawaharlal Nehru University. The applicable time limit depends on the matter involved such as admission, grievance, disciplinary action, examination issue, RTI request etc.

1. For **student grievances**, there is Grievance Redressal Mechanism, which is available on the webpage of the University at the following link :  
[GrievanceRedressalMachanismForStudents.pdf](#)
2. For **teacher grievances**, there is Grievance Redressal Mechanism, which is available on the webpage of the University at the following link :  
[GrievanceRedressalMachanismForTeachers.pdf](#)
3. For **staff grievances**, there is Grievance Redressal Mechanism, which is also available on the following link :  
[GrievanceRedressalMachanismForStaffs.pdf](#)

## ➤ Time Limit for Deciding an RTI Application :

Under Section 7(1) of the RTI Act, the Central Public Information Officer is required to provide the requested information or communicate the reasons for rejection within **30 days** from the date of receipt of the application. However, where the information sought concerns the **life or liberty** of a person, the information must be provided within **48 hours**.

### Other Important Time Limits

- If an RTI application is submitted to the wrong public authority, it must be transferred to the appropriate authority within **5 days**.
- In cases involving a **third party**, the maximum time limit for providing information is **40 days** from the date of receipt of the application.

### First Appeal

If the applicant does not receive a response within the prescribed period or is dissatisfied with the response received, a **First Appeal** may be filed within **30 days**. The First Appellate Authority is required to dispose of the appeal within **30 days**, which may be extended up to **45 days** for reasons recorded in writing.

## ➤ Time Limit for Deciding Internal Committee matters :

In **Jawaharlal Nehru University (JNU)**, the Internal Committee (formerly ICC) follows the timelines prescribed under the **UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015** and University's ICC Rules.

- **Timeline for ICC Matters in JNU**

- ❖ **Filing of Complaint**

- The aggrieved person should submit a written complaint within **3 months** of the incident.
- In case of a series of incidents, the complaint should be filed within **3 months from the last incident**.

- ❖ **Completion of Inquiry**

- The ICC/Inquiry Committee must complete the inquiry within **90 days** from the receipt of the complaint.

- ❖ **Submission of Inquiry Report**

- The inquiry report along with recommendations must be submitted to the University's Executive Authority within **10 days** of completion of the inquiry.
- A copy of the findings/recommendations must also be provided to both parties.

- ❖ **Action by the University**

- The Executive Authority (in JNU, the Executive Council) is required to act on the recommendations within **30 days** of receiving the inquiry report.

- ❖ **Appeal**

- Either party may file an appeal against the findings/recommendations within **30 days** from the date of the recommendations.

- ❖ **Total Time for Final Decision**

- Ordinarily, after a complaint is formally received:
  - Inquiry: **90 days**
  - Report submission: **10 days**
  - Action by Executive Authority: **30 days**

Thus, the entire process is expected to be completed in approximately **130 days** (about 4 months and 10 days), excluding any appeal proceedings.

Updated as on 15.06.2026