



INFORMATION HANDBOOK

Under

Right to Information Act – 2005

(Updated upto August 2015)

**MAHARAJA AGRASEN COLLEGE
(UNIVERSITY OF DELHI)**

VASUNDHRA ENCLAVE, DELHI-110096

INTRODUCTION

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2 (h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college and related information.

This Information Handbook is divided into 17 manuals.

Manual-1

Section 4(1) b (i)

Particulars of organization, functions and duties

Establishment & Background

Maharaja Agrasen College has been serving the cause of education for last two decades. Established in 1994 with the objective of catering to the educational requirements of the densely populated East Delhi area, it is today attracting serious and intelligent students from all over country. The college has indeed made East Delhi educationally self-reliant as students today prefer to join this college rather than go all the way to distant campus colleges in search for quality education. The college is fully funded by the Govt. of NCT of Delhi.

The college imparts instruction and training in the following courses:-

| S.No. | Name of the Course |
|-------|---------------------------|
| 1 | B.Com (H) |
| 2 | B.A.(Prog) |
| 3 | B.Sc(H) Electronics |
| 4 | B.A. (H) Journalism |
| 5 | B.A.(H) Pol Science |
| 6 | B.A.(H) Hindi |
| 7 | B.Sc Phys Science |
| 8 | B.Sc Mathematical Science |
| 9 | B.A.(H) English |
| 10 | BBE |

Vision Statement

Our vision is not just to impart textual pedagogy to the students but to ensure their fullest development as a student and more as a vibrant and sensitive citizen of the country. The objective is not to closet them in the confines of syllabus but to expose them to variety of things which enable them to excel and adjust with the new challenges of today and future. Academics of course occupy the top priority of this institution but the institution lays equal emphasis on co-curricular and extracurricular activities. The extracurricular front of the college is an especially vibrant and creative territory, organizing events like the Fresher's Day, Independence Day, Annual Cultural Festival - 'Plexus', Annual Day and the Farewell. The college has surged ahead in the other important areas of co-curricular activities as well. Activities like seminars, debates, quizzes and lectures by eminent academicians, tours, excursions, poetry recitation and creative writing competitions are regular feature.

To conjugate the healthy mind with a healthy body, due emphasis is laid on sports as well, by organizing the Annual Sports Day on the lush grounds of the College new site at Vasundhara Enclave. Throughout the year, students participate in Inter-college sports activities. The NCC Cadets of our college play their own vital part in bringing laurels to the college by participating in camps and other invigorating activities.

The institution believes in continuous intellectual refinement not only for the students but also for the teachers. It extends maximum co-operation towards enhancing professional prospects of teachers who regularly participate in refresher and orientation courses, seminars, conferences etc. Every year the college brings out its annual magazine 'Agranika' which carries a variety of articles, features, poems, and illustrations on many thought-provoking issues pertaining to the contemporary mind.

Mission

- ❖ To develop creative and critical thinking among the students.
- ❖ To prepare a democratic citizen tolerant to multiple ideas and opinions.
- ❖ To contribute to the existing knowledge pool.
- ❖ To enable the students to assume leadership role in future.
- ❖ To impart professionalism and a sense of humanism.
- ❖ To provide space to the students to freely express and develop views that help them respond to changes in the society and thus develop as professionals who are committed to their personal and professional endeavors and who have the vision, courage and dedication to initiate and manage change.

Objective

- ❖ To provide access to quality higher education.
- ❖ To inculcate moral & spiritual values and social sensibilities amongst the students.

Expectation of the college from the public for enhancing its effectiveness and efficiency.

The college expects objective and considered support from citizens of Delhi as well as persons directly associated with the affairs of the college and the University of Delhi.

Arrangements and methods made for seeking public participation / contribution.

Public involvement in the affairs of the college is through nomination of people from various walks of public life on its Governing Body as per provisions of statute 30(1)(c)(i) of Delhi University Act, 1922.

Grievance Redressal.

(a) Departmental- Matters pertaining to allocation of workload among the teachers and staff, pattern of assignments, in house exam question papers etc. are resolved in Departmental meetings. The decisions of the meetings are maintained by the concerned teacher-in-charge/departmental head. Grievances if any are addressed at these meetings.

(b) Staff Council– Matters pertaining to college as a whole viz. introduction/deletion of courses, short term courses, organization of cultural/extra-curricular activities etc. The Staff Council comprises of the Principal and teaching faculty.

(c) Governing Body (GB)– Matters pertaining to academic, administrative and financial decisions are taken by the Governing Body in consultation with the Principal who is the Member Secretary. Academic decisions relate to introduction/deletion of Courses, recommendations received from Staff Council etc. Administrative decisions may relate to creation of new posts, approval of selection committees/DPC recommendations, grant of study/extraordinary leave, promotions etc. Financial decisions relate to approval of budgets, revision of fees, management of Provident Funds, audit of accounts etc. Grievances may be referred to the GB for redressal as the final arbiter.

Organizational Chart for teaching and Administration.

- ❖ As indicated in Annexure 1.

Location of the College.

- ❖ The college is located in East Delhi and is connected by Delhi Metro, the nearest Metro Station is New Ashok Nagar.

Address of the College.–

- ❖ Maharaja Agrasen College, Vasundhara Enclave, Delhi-110096

Working hours of the College.–

- ❖ 9.00 AM to 5.30 PM. Monday to Friday (except on public holidays)
- ❖ The Library is open from 9.00 AM to 5.30 PM.

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Section 4(1)(b)(ii)

Powers and Duties of the Officers and Employees.–

Principal is the Chief Executive and Academic Officer of the college. He is responsible for appropriate administration and organization of teaching and extra-curricular activities in the college.

The powers and duties of the Governing Body and other authorities as per Statute 30 and Ordinance XVIII of the University of Delhi are specified in Governance of Colleges, University of Delhi. (Details available on University of Delhi website: www.du.ac.in)

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Section 4(1)(b)(iii)

Procedure followed to take a decision in various matter:-

- ❖ The College is bound by the Regulations issued by the University of Delhi (DU) in the form of Annual University Bulletin.
- ❖ The University Grants Commission (UGC) also lays down Regulations to be followed by Colleges affiliated to Delhi University.
- ❖ The Governing Body is the next higher authority for decision making for this College
- ❖ The Staff Council is the decision making body for day to day functioning of the College.
- ❖ Thus the procedure followed in decision making is for matters to be deliberated by the Staff Council and referred to the Governing Body for a decision, who in turn may refer them to the DU or the UGC for a final decision.

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Section 4(1)(b)(iv)

Norms set by the college for discharging its functions:-

Norms and standards for various academic activities of the college are set by the competent authority such as the Academic Council and Executive Council of the University and by Staff Council and Governing Body of the College.

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Section 4(1)(b)(v)

Rules, Regulations, Instructions, Manuals, Categories of documents and Records for Discharging functions:-

Rules & Regulations

- ❖ Statutes of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.
- ❖ Ordinance of the University as contemplated under Section 30 of the Delhi University Act, 1922.
- ❖ Regulations / instructions for admission and examination regarding all the courses (under-graduate / post-graduate / research) of studies.
- ❖ University Non-teaching Employees (Terms and Conditions of Service) Rules, 2013.
- ❖ Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body.
- ❖ Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

Records:-

- ❖ Admission Registers
- ❖ Syllabus Handbooks kept in Library

Categories of Documents.-

| Sl No. | Category | Document | Procedure for Obtaining |
|--------|----------------------------|---|---------------------------------------|
| 1. | Admissions Information | College Prospectus | On payment from Administrative Office |
| 2. | Admissions Information | Delhi University Bulletin of Admissions | May be obtained from Delhi University |
| 3. | Staff Information | College Telephone Directory | On college web-site. |
| 4. | Functioning of the College | Annual Reports | Distributed free on Annual Day |

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Official documents and their availability:-

- ❖ The College prospectus and the annual report are published every year.
- ❖ University Calendar - Vol. I dealing with Statutory provisions can be accessed at Delhi University website – www.du.ac.in
- ❖ University Calendar - Vol. II dealing with various courses.

NB: Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the selection committees are confidential and not available in public domain.

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Section 4(1)(b)(vii)

Public Representation.-

The College Governing Body which directly supervises the affairs of the college has 15 members, 5 of whom are nominated by the Govt. of NCT of Delhi, 05 members are nominated by University of Delhi. They are eminent personalities of the Society / Representatives of the public. Two members are nominated by the Vice-Chancellor, University of Delhi. There are two teacher representatives of the college and one representative of staff other than teachers (as special invitee). Principal is the Member Secretary of the Governing Body.

Besides the college holds public interaction programmes and open sessions at the time of admissions.

Name & Address of present Governing Body Members

| S.No | Name of the G.B Member | Address | Recommendation |
|-------------|----------------------------------|--|---|
| 1 | Mr. Siddharth Verma, Chairman | Flat 192, Sahyog Apartments, Mayur Vihar-I, Delhi | GNCTD |
| 2 | Mr. Amit Mishra, Treasurer | B-51, Amar Colony, Lajpat Nagar-4, New Delhi | GNCTD |
| 3 | Mr. Anil Kumar Dubey | SF-3, Plot No. 568, Sec-I, Vaishali, Ghaziabad | GNCTD |
| 4 | Mohammad Nasim Akhtar | 62-Partap Khand, Vishwakarma Nagar, Vivek Vihar-II, Delhi | GNCTD |
| 5 | Mr. Sanjay Kumar Singh | H-4074, Gaur Green City, Vaibhavkhand, Indirapuram, Ghaziabad | Delhi University |
| 6 | Ms. Mini Pushkarna | 346A- Lawyers Chambers, Delhi High Court, New Delhi | Delhi University |
| 7 | Mr. Neeraj Kumar Singla | EB-108, Maya Enclave, New Delhi | Delhi University |
| 8 | Mr. R.M. Sharma | 99, Defence Enclave, Vikas Marg, Delhi-110092 | Delhi University |
| 9 | Mr. Amritanshu Rai | C-1/509, Capital Appt.3, Vasundhara Enclave, Delhi | Delhi University |
| 10 | Prof. A.K. Kapoor | Deptt. Of Anthropology, University of Delhi, Delhi-110007 | Vice-Chancellor, University of Delhi |
| 11 | Prof. Srimati Chakrabarti | Deptt. Of East Asian Studies, University of Delhi | Vice-Chancellor, University of Delhi |
| 12 | Dr. Shirin B. Raina | Maharaja Agrasen College | Teachers Representative |
| 13 | Dr. Parthasarathi | Maharaja Agrasen College | Teachers Representative |
| 14 | Mr. A.N. Abassi | Maharaja Agrasen College | Special Invitee |
| 15 | Dr. Sunil Sondhi | Maharaja Agrasen College | Principal & Member Secretary |

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Section 4(1)(b)(viii)

The various committees of the Staff Council.–

| <u>S.No.</u> | <u>Name of the Committee</u> | <u>Name of Convener</u> |
|---------------------|-------------------------------------|--------------------------------|
| 1 | Academic Planning Committee | Dr. Niraj Kumar |
| 2 | Academic Supervisory Committee | Dr. Shashi Singh |
| 3 | Alumni Committee | Dr. Abha Mittal |
| 4 | Annual Activity Committee | Dr. Charu Arya |
| 5 | Attendance Committee | Dr. Vandana Soni |
| 6 | Admission Committee | Mrs. Sangeeta Mittal |
| 7 | B.A. Programme Committee | Dr. Shashi |
| 8 | B.Sc Physical Sc. Committee | Mrs. Kalpana |
| 9 | Canteen Committee | Mr. Shekher Kumar |
| 10 | Extra-Curricular Committee | Dr. Abha Sharma |
| 11 | Discipline Committee | Mr. T.N. Ojha |
| 12 | Examination Committee | Mr. Rajat Kr. Sant |
| 13 | Hostel Committee | Ms. Meena Mehta |
| 14 | Infrastructure Committee | Dr. Niraj Kumar Singh |
| 15 | Journalism Co-ordination Committee | Dr. Sunil Sondhi |
| 16 | Laboratory Committee | Dr. Parthasarathy |
| 17 | Library Committee | Dr. Shankar Kumar |
| 18 | Magazine and Prospectus | Dr. Rajhans Kumar |
| 19 | Sports Committee | Dr. T.N. Ojha |
| 20 | Student Aid Fund Committee | Dr. Mona Kansal |
| 21 | Student Advisory | Mr. Neeraj Kumar |
| 22 | Time Table Committee | Ms. Vandana |
| 23 | Workload Committee | Dr. Arun Julka |

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Directory of officers and employees:-

| Permanent Teaching Staff | | | | | | |
|---------------------------------|----------------------|---------------|-----------------|---------------------|--|-------------------|
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| 23 | Dr.Shiv Kumar | Hindi | General | Associate Professor | sharma.v08.sha.@gmail.com | 9810679081 |
| 24 | Dr.Chandar Shekhar Ram | Hindi | SC | Assistant Professor | profcsram@rediffmail.com | 9868640850 |
| 25 | Dr.Shashi Singh | Hindi | General | Associate Professor | drshashi.singh13@gmail.com | 9871972003 |
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| 27 | Ms.Shilpa Gupta | English | General-VH (PWD) | Assistant Professor | shilpa.shimpy@gmail.com | 9810824793 |
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| 64 | Mr.Mukesh Aggarwal | Physical Education | General | Assistant Professor | mukeshkr_agarwal@yahoo.co.in | 9899155480 |

* Extra Ordinary Leave

Temp

| S. No | Name | Department | Category | Designation | E-mail Id | Phone No |
|-------|------|------------|----------|-------------|-----------|----------|
|-------|------|------------|----------|-------------|-----------|----------|

| | | | | | | |
|---|-------------|------------------|---------|---------------------|--|------------|
| 1 | Ms. Kalpana | Computer Science | General | Assistant Professor | klpn_shankar@yahoo.com | 9810623136 |
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Adhoc as on 17.10.2015

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| 38 | Mr. Madan Kumar Yadav | Political Science | OBC | Assistant Professor | myadavjnu@gmail.com | 7838327970 |
| 39 | Dr. TN Tripathi | Hindi | General | Assistant Professor | tryambaknathtripathi@gmail.com | 9650304259 |
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|----|-----------------------------|-------------------|---------|---------------------|--|------------|
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| 45 | Ms. Rupali | Mathematics | General | Assistant Professor | guptarupali1105@gmail.com | 9136427256 |
| 46 | Dr. Shuchi Agrawal | Mathematics | General | Assistant Professor | shuchi_agr@yahoo.com | 8130833793 |
| 47 | Dr.Jagvinder Singh | Mathematics | OBC | Assistant Professor | jagvinder.singh@gmail.com | 9811709844 |
| 48 | Mr.Vedpal Singh | Mathematics | SC | Assistant Professor | vedmathematics80@gmail.com | 8527980908 |
| 49 | Mr. Awadhesh Kumar Poddar | Mathematics | OBC | Assistant Professor | poddargee@yahoo.co.in | 9350117187 |
| 50 | Mr. Jayanta Biswas | Mathematics | General | Assistant Professor | mbiswas15@gmail.com | 8010046475 |
| 51 | Mr. Mahendra Ram | Mathematics | SC | Assistant Professor | jnu.mahendra@gmail.com | 9811901816 |
| 52 | Ms. Hemlata Vashisht | Chemistry | General | Assistant Professor | hemlata.vashisht@gmail.com | 9999856475 |
| 53 | Dr. Satyaprakash | Library | General | Librarian | dr.satyaprakash31@yahoo.com | 9871981044 |
| 54 | Mr. Kaustubh Ranjan | English | General | Assistant Professor | kaustubh.mshr@gmail.com | 8377030649 |
| 55 | Mr. Sadamalla Nageswara Rao | Economics | SC | Assistant Professor | sadamalla123@gmail.com | 9971039796 |
| 56 | Mr. Arun Singh Awana | English | OBC | Assistant Professor | awana.arun30@gmail.com | 9718727240 |
| 57 | Mr. Bhavtosh Bhaskar | Political Science | OBC | Assistant Professor | bhavtosh.bhasker@gmail.com | 9015729394 |

| S. No. | Name | Designation | | Phone No | Email Id |
|--------|--------------------------|-----------------------------------|--|------------|--|
| 1 | Mr. Dipin Arora | Administrative Officer | | 9818644189 | mac.dipin@gmail.com |
| 2 | Mr. Mukesh Kumar | Section Officer Admin. | | 9540044904 | mukeshkm.1353@rediffmail.com |
| 3 | Mr. Rajinder Singh Bisht | Section Officer Accounts | | 9999943997 | rajander.bisht14@gmail.com |
| 4 | Mr. Ashok Kumar | Sr. Assistant | | 9654763607 | |
| 5 | Mr. Narendra Kumar Sant | Sr. Assistant | | 9891921365 | narendrakumar.89nt@gmail.com |
| 6 | Mr. A.N. ABBASI | Sr. Assistant | | 9810208173 | abbasi_123@rediffmail.com |
| 7 | Mr. Ashok Atri | Care Taker | | 9312544541 | |
| 8 | Mr. Naresh Rohilla | Assistant | | 9868231682 | naresh@mac.du.ac.in |
| 9 | Mr. Parmanand Tripathi | Assistant | | 9013449963 | |
| 10 | Mr. Raj Kumar | Assistant | | 8459141903 | rajgracy532@gmail.com |
| 11 | Mr. Raj Singh | Driver | | 9312573547 | |
| 12 | Mr. Rajesh Kumar | Daftri | | 9868379374 | |
| 13 | Mr. Sita Ram | Daftri | | 9717908146 | sitaram@mac.du.ac.in |
| 14 | Mr. Jaswant Singh | Office Attendant | | 9013369232 | |
| 15 | Mr. Krishan Kumar | Office Attendant | | 9868814549 | |
| 16 | Ms. Kavita | Office Attendant | | 9654996305 | |
| 17 | Mr. Vivek Taank | Office Attendant | | 9999277477 | vivsehrawat.44@gmail.com |
| 18 | Ms. Basanti Devi | Office Attendant | | 9911845286 | |
| 19 | Ms. Neeru Rawat | Office Attendant | | 9990391874 | rawatneeru1977@gmail.com |
| 20 | Mr. Pradeep Kumar | Security Guard | | 9289542223 | |
| 21 | Mr. Dhan Singh | Security Guard | | 9716188424 | |
| 22 | Mr. Ramesh C. Shukla | Security Guard | | 9811488004 | |
| 23 | Mr. Satbir Singh | Security Guard | | 9540867860 | satbirsingh1451968@gmail.com |
| 24 | Mr. Ram Narayan Sharma | Semi-Prof. Assistant | | 8586894981 | |
| 25 | Mr. Mahesh Kumar | Library Attendant | | 9868172464 | |
| 26 | Mr. Xavier Dungdung | Library Attendant | | 9971743553 | xavier.dung2@gmail.com |
| 27 | Mr. Pramod Kumar | Senior Technical Assistant (Comp) | | 9891440519 | mac.pramod@gmail.com |
| 28 | Mr. Lokesh Kumar | Lab Assistant | | 9868987489 | |
| 29 | Mr. Bhagwan Das | Lab Assistant | | 9891440145 | |
| 30 | Mr. Suresh Kumar | Lab Attendant | | 9717147809 | macsuresh01@gmail.com |
| 31 | Ms. Manju Sharma | Lab Attendant | | 9971756442 | |
| 32 | Mr. Vinod Kumar | Lab Attendant | | 9818430292 | |
| 33 | Mr. Ashish | Lab Attendant | | 9899549998 | ashishdalal005@gmail.com |
| 34 | Mr. Barnanas Dungdung | Lab Attendant | | 9810914119 | |
| 35 | Mr. Bisheshwar Paswan | Mali | | 9971624378 | |
| 36 | Mr. Mohan Yadav | Mali | | 7053282897 | |
| 37 | Mr. Naveen Chander | Mali | | 9990355659 | |

| | | | | | |
|----|------------------|------------------|--|------------|--|
| 38 | Mr. Mukesh Kumar | Mali | | | |
| 39 | Mr. Chander Mani | Water man | | 9211131963 | |
| 40 | Mr. Ajay Kumar | Safai Karamchari | | 9560816941 | |
| 41 | Mr. Hari Singh | Safai Karamchari | | 9582768716 | |
| 42 | Ms. Sangeeta | Safai Karamchari | | 8860461101 | |
| 43 | Mr. Anil Kumar | Safai Karamchari | | 9911722844 | anil.mac324@gmail.com |

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Contractual

| s.no | Name | Designation | Date of Re-appointment | Phone No | Email Id |
|----------------------|--------------------------|----------------------------------|------------------------|------------|--|
| 1 | Ms. Aruna Rao | Hostel Supervisor | July 2,2015 | 9811784944 | sam602aruna@gmail.com |
| 2 | Ms. Sandhya Sharma | Hostel Assistant | July 2,2015 | 8130585007 | sandhya.shreya.sharma279@gmail.com |
| 3 | Mr. D Anand | Junior Assistant | July 2,2015 | 9717057742 | anand.90134@gmail.com |
| 4 | Mr. Harsh Vardhan | Junior Assistant | July 2,2015 | 9953196263 | harshvardhan87@yahoo.com |
| 5 | Ms.Surbhi Babbar | Junior Assistant | July 2,2015 | 9582527186 | surbhibabbarmac@gmail.com |
| 6 | Ms.Heena Jain | Junior Assistant | July 2,2015 | 8527864865 | heenagupta306@gmail.com |
| 7 | Mr. Ganesh Chander Bhatt | Junior Assistant | July30,2015 | 9717035828 | ganesh.bhatt1989@gmail.com |
| 8 | Mr. Satpriya Kakran | MTS | July 2,2015 | 9718236312 | |
| 9 | Mr. Prince Saini | MTS | July 2,2015 | 9716213363 | anishsaini09@gmail.com |
| 10 | Mr. Arun Mudgal | MTS | July 2,2015 | 9211229993 | |
| 11 | Mr. Ranjan | JLIA | August 5,2015 | 9999293611 | ranjanrana29@gmail.com |
| 12 | Mr. Sanjay | System and Network Administrator | August25,2015 | | |

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Section 4(1)(b)(x)

The Revised Pay Structures of various existing teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University in accordance with 6th CPC recommendations are as under:-

| S.No. | Pay Scales/Pay Bands | Acad. Grade Pay/Grade Pay | Posts |
|--------------|---|----------------------------------|--------------------------------------|
| 1. | Rs. 37,400 – 67,000 (PB-4) Plus Spl. Allow. Rs. 3000/- | Rs. 10,000/- | Principal |
| 2. | Rs. 37,400 – 67,000 (PB-4) | Rs. 9000/- | Associate Professor |
| | | Rs. 8000/- | Asstt. Professor (Stage-III) |
| | | Rs. 7000/- | Assistant Professor (Stage-II), |
| 3. | Rs. 15,600 – 39,100 (PB-3) | Rs. 7000/- | Librarian (Senior Scale) |
| | | Rs. 6000/- | Assistant Professor (Stage-I) |
| | | Rs. 5400/- | Administrative Officer |
| | | (Gr.A) | |
| | | Rs. 5,400/- | Professional Assistant (Library) |
| 4. | 9,300 – 34,800 (PB-2) | Rs. 4600/- | Section Officer, Sr. P.A. |
| | | Rs. 4200/- | Sr. Assistant, Scientific Assistant/ |
| | | | Sr. Technical Assistant (Computer) |
| | | Rs. 2800/- | Technical Assistant, Semi-Prof. |
| | | | Asstt. |
| | | Rs. 2400/- | Assistant, Lab. Assistant |
| | | Rs. 1900/- | Jr. Assistant, Caretaker, Driver |
| 5. | Rs. 5,200 – 20,200 (PB-1) | | (Laboratory Attendant, Multi |
| | | | Multi Tasking Staff – |
| | | | Laboratory |
| | | | Tasking Staff-Computer |
| | | | Laboratory |
| | | | (Laboratory Attendant), Multi |
| | | | Tasking Staff-Library (Library |
| | Attendant), Multi Tasking Staff | | |
| | (Gest.Operator, Daftri, Office | | |
| | Attendant, Farash) | | |

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Section 4(1)(b)(xi)

Budget allocation to the college.-

The budget and the financial estimates are approved by the Governing Body and sanctioned by the Govt. of NCT of Delhi on recommendation of University of Delhi.

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Section 4(1)(b)(xii)

Manner of execution of Subsidiary Programmes.-

The college runs several add-on courses in collaboration with outside expert agencies within the stipulated rules of Delhi University. For details visit the college Website.

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Section 4(1)(b)(xiii)

(a) Concessions granted by the college :

I. In admissions.-

Various concessions that are available to various categories of students in admission to various courses are given in the bulletin of information.

- ❖ 22½ % of the total number of seats are reserved for candidates belonging to SC/ST (15% for SC and 7½ % for ST). Relaxation to the extent of 5% in the minimum marks is given to the candidates belonging to SC/ST to determine their eligibility and merit for admission to the concerned courses (except in courses having entrance tests). Further relaxation is given to the extent in order to fill up all the reserved seats.
- ❖ 27% of the total number of seats, course wise, are reserved for OBC candidates subject to the minimum eligibility for them being 10% less than that for General Category.

- ❖ 5% of the total number of seats in each of the courses has been reserved to the children/widows/wives of the officers and men of the armed forces including para-military personnel, killed/disabled in action or those who died/were disabled on duty or Ex-servicemen/serving personnel who are in receipt of Gallantry Awards. Relaxation to the extent of 5% marks in the aggregate or in the subject, as the case may be is given to determine their eligibility to the concerned courses (except in courses having entrance tests).
- ❖ 3% seats are reserved for persons with disabilities candidates for admission to under-graduate courses.
- ❖ The college admits foreign students including those from Sikkim and Kashmiri migrants as and when recommended by the University.
- ❖ Not more than 5% of the total number of seats (except those courses where there is an admission test or where there are centralized admissions) are offered for admission on the basis of sports and co-curricular distinctions.

- NB:
1. The above reservations may vary with any decision taken by the University of Delhi, University Grants Commission and Ministry of Human Resource Department.
 2. Details of such concessions are available in the admission brochures for respective courses.
- ii. **In Fee Concession.** Granted to needy students on merit-cum means basis on recommendation of Student Aid Fund Committee.

(b) Concessions availed by the college:-

College avails concessions in excise and customs duties on the procurement of the equipments, chemicals etc. for the academic projects / laboratories.

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Section 4(1)(b)(xiv)

Information available in Electronic Form:-

All the manuals hereunder, the college prospectus, annual report and other information about the college is available on the college website – mac.du.ac.in.

Manual – 15
Section 4(1)(b)(xv)

Means, methods and facilities available to citizens for obtaining information.-

1. Citizens may submit a written application for information to the Public Information Officer.
2. Citizens are free to meet the authorities with the prior appointment on all working days.
3. Through Notice Boards, College Prospectus, University Calendars and various other information which are available on college website.

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Section 4(1)(b)(xvi)

Name of Public Information Officer:-

| | |
|------------------|--|
| Name | Dr. Raj Hans Kumar, Public Information Officer |
| Address | Vasundhara Enclave, Delhi |
| Telephone | +91-11-22610565, 22610552 |

Appellate Authority:-

| | |
|------------------|-----------------------------|
| Name | Dr. Sunil Sondhi, Principal |
| Address | Vasundhara Enclave, Delhi |
| Telephone | +91-11-22610565, 22610552 |

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Section 4(1)(b)(xvii)

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee i.e. Rs. 10/- in the form of IPO, D.D or cash receipt. Cash can be deposited with the college cashier between 9.30 AM to 4.00 PM and the applicant shall enclose the said receipt with his application and deposit the same at the college diary section.

Schedule of additional fee can be had from the Public Information Officer of the college. For the time being the rates are as under :-

- i) Rs. 2/- per page of A-4 or A-3 size, created or copied.
- ii) Actual cost for sizes bigger than A-4 or A-3.
- iii) In case of printed material, the printed copies could be had from the college counter on payment of the actual price.
- iv) For inspection of records, no fee for the first hour ; and a fee of rupees five for each subsequent hour (or fraction thereof)
- v) If information is needed on a compact disk, subject to availability of information in soft form, the fee will be Rs. 50/- per CD.

Note. Major portion of information will be available from the University Calendars Volume I & II and other rules as applicable to the University from time to time and printed syllabus for various courses. Some of these are available on the website of the University.

(Refer to: du.ac.in).

