



INFORMATION HANDBOOK

Under

**Right to Information Act – 2005
(Updated upto June 2025)**

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.A. Programme
2	B.A. (Hons.) Business Economics
3	B.A. (Hons.) English
4	B.A. (Hons.) Hindi
5	B.A. (Hons.) Journalism
6	B.A. (Hons.) Political Science
7	B. Com. (Hons.)
8	B.Sc. (Hons.) Electronics
9	B.Sc. Physical Science
10	B.Sc. Mathematical Science

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.

Grievance Redressal Regulations 2012 as notified by University Grant Commission and University of Delhi vide letter no F. No 14-4/2012(CPP-II) dated December 2012.
<http://www.chdeducation.gov.in/UGC%20GrievanceRedressalRegulations.pdf>
<http://app.du.ac.in/sgrc/index.php/form/create>

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.

MANUAL – 2**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)

MANUAL - 3**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.
- ❖ General Financial Rules-2005 for purchase and procurement
<https://cgda.nic.in/pdf/gfr2005.pdf>
- ❖ University of Delhi Leave Rules- Teaching
https://www.du.ac.in/uploads/Rules_Policies_Ordinances/Teaching/171013_Leave_Rules_2013.pdf

- ❖ University Non-Teaching Recruitment Rules- 2008
<https://crl.du.ac.in/Recruitment%20Rules%202020.pdf>
- ❖ Amendments in University Non-Teaching Recruitment Rules- 2020
http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Non_teaching/71013_RR%20amendments%20-%202013_new.pdf
- ❖ University of Delhi Guidelines for Screening/Shortlisting of candidates for appointment of Assistant Professor in the University and Colleges
http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Teaching/17102013_Guidelines%20for%20Asstt.%20Professor.pdf
- ❖ Any other Rules, Policies and Ordinance <https://www.du.ac.in/index.php?page=rules-and-policies>

Records:-

- ❖ Admission Registers
- ❖ Syllabus Handbooks kept in Library

Categories of Documents:-

S. No.	Category	Document	Procedure for Obtaining
1.	Admissions Information	College Prospectus	Available only during admission period on college website
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	Last Year Annual Report on college website

MANUAL - 6**Section 4(1)(b)(vi)****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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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 of present Governing Body Members

S. No	Name of the G.B Member	Recommendation
1	Prof. Rakesh Kumar	Delhi University
2	Prof. Vivek Kumar Singh	Delhi University
3	Prof. Sanjeev Kumar Tiwari	Principal & Member Secretary
4	Prof. Prasannan A.R.	Teachers Representative
5	Dr. Vanita jain	Teachers Representative
6	Shri Ballabh Pathak	Member
7	Shri Atul Kumar Wasson	Member
8	Mr. Rajinder Singh Bisht	Special Invitee

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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	Prof. Mukesh Kumar Agrawal
2	Alumni Committee	Prof. Gitanjali Chawla
3	Annual Activity Committee	Dr. Renu Saini
4	Attendance Committee	Prof. Parthasarathi

5	Admission Committee	Prof. Geetika Jain Saxena
6	B.A. Programme Committee	Dr. Mona Sinha
7	B.Sc Physical Sc. Committee	Prof. Nibedita Khuntia
8	Canteen Committee	Prof. Subodh Kumar
9	Co- Curricular /Extra-Curricular Committee	Dr. Ekanshi Gupta
10	Discipline Committee	Prof. Sushil Yadav
11	Examination Committee	Prof. Nibedita Khuntia
12	Hostel Committee	Dr. Natasha
13	Infrastructure Committee	Dr. Niraj Kumar Singh
14	Laboratory Committee	Dr. Asha Gupta
15	Library Committee	Dr. Mona Sinha
16	Magazine and Prospectus Committee	Dr. Anupama Jaidev
17	Sports Committee	Prof. Chander Shekhar
18	Student Aid Fund Committee	Dr. Amit Pundir
19	Student Advisory Committee	Dr. Ritu Kohli
20	Time Table Committee	Dr. Vandana Soni
21	Workload Committee	Dr. Arun Julka

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Section 4(1)(b)(ix)

Directory of officers and employees:-

PERMANENT TEACHING STAFF					
S. N	Name of the Department	Name of the Teacher	Valid Email Id	Mobile No.	Category
1	BUSINESS ECONOMICS	DR. VIJETA PUNDIR	vijetapundir@gmail.com	9811436396	UR
2	BUSINESS ECONOMICS	DR. PRATIBHA RAI	rai.pratibha@gmail.com	9560394030	UR
3	BUSINESS ECONOMICS	MS. SONIA SUCHDEVA	soniasuchdeva@hotmail.com	9811171111	UR
4	BUSINESS ECONOMICS	DR. SULTAN SINGH	sultangodara@gmail.com	9999733652	UR-OH PWD
5	BIOLOGY	PROF. NIBEDITA KHUNTIA	nibeditakhuntiadu@gmail.com	9868010610	UR
6	CHEMISTRY	DR. VANDANA SONI	vandnaarora@yahoo.com	9811881402	UR
7	COMMERCE	MS. PUNEETA AGARWAL	agarwal.puneeta@mac.du.ac.in	9868463885	UR
8	COMMERCE	DR. MONA KANSAL	monakansal@gmail.com	9868865277	UR
9	COMMERCE	DR. ALOK PURANIK	puranika@gmail.com	9810018799	UR
10	COMMERCE	DR. VINOD KUMAR YADAV	v.kyadav11@yahoo.com	9810239320	UR
11	COMMERCE	DR. NIRMAL JAIN	nirmaljainmac@gmail.com	9810852186	UR
12	COMMERCE	DR. RAVINDER KUMAR	dr_rkthukral@yahoo.co.in	8800497604	UR
13	COMMERCE	DR. SOMA GARG	somagarg@gmail.com	9810869400	UR
14	COMMERCE	MR. VIRENDRA KUMAR TOMAR	tomarvk321@gmail.com	9891405060	UR
15	COMMERCE	PROF. ABHA MITTAL	abha.mittal@yahoo.com	9810047562	UR
16	COMMERCE	DR. B.B. MOHAPATRA	bibhuti.bm@gmail.com	8800442309	UR
17	COMMERCE	MS. PRIYANKA KATYAL	priyanka.katyal@hotmail.com	9810586979	UR
18	COMMERCE	PROF. DEEPA SHARMA	dsharma@mac.du.ac.in	9999033092	UR
19	COMMERCE	PROF. RAJAT KUMAR SANT	rajatsant@rediffmail.com	9868553043	SC
20	COMMERCE	MS. SHEETAL B. SACHDEV	sheetal_schdv@yahoo.com	9810550463	UR
21	COMMERCE	DR. ARUN JULKA	julkaarun@gmail.com	9810147329	UR
22	COMMERCE	DR. NEETU BALA	neetucancerion@gmail.com	8377022240	SC
23	ECONOMICS	DR. SAUMYA SHUKLA	sshukla_04@yahoo.com	9810322668	UR
24	ELECTRONICS	DR. AMIT PUNDIR	amitpundir@mac.du.ac.in	9811067874	UR
25	ELECTRONICS	DR. GEETIKA JAIN SAXENA	jain_geetika2001@yahoo.co.in	9868062753	UR
26	ELECTRONICS	PROF. MANEESHA	maneesha.du@gmail.com	9868248263	UR

27	ELECTRONICS	DR. NATASHA	natasha2du@gmail.com	9891446430	UR
28	ELECTRONICS	PROF. PRAVEEN KANT PANDEY	pkpandey.du@gmail.com	9910158848	UR
29	ELECTRONICS	DR. PARAMJEET SINGH	paramwes@yahoo.co.in	9818873969	SC
30	ENGLISH	PROF. SANGEETA MITTAL	sangeeta685@gmail.com	9717586587	UR
31	ENGLISH	DR. MONA SINHA	monasin@rediffmail.com	9810548578	UR
32	ENGLISH	DR. GITANJALI CHAWLA	gitschawla@gmail.com	9818679187	UR
33	ENGLISH	DR. ANUPAMA JAIDEV	anu_jaidev@yahoo.co.in	9911026615	UR
34	ENGLISH	MR. VINOD KUMAR VERMA	vinodkvverma@yahoo.com	9811147816	UR
35	ENGLISH	DR. CHARU ARYA	carva@mac.du.ac.in	9891061313	SC
36	ENGLISH	MS. SHILPA GUPTA	shilpa.shimpy@gmail.com	9810824793	UR-VH PWD
37	HINDI	DR. SHIV KUMAR	shivkrmac@gmail.com	9810679081	UR
38	HINDI	PROF. SHANKAR KUMAR	dr.shankar.kumar2609@gmail.com	9868793635	UR
39	HINDI	PROF. T.N. OJHA	drtnodu@gmail.com	9810049875	UR
40	HINDI	MS. MANOJ CHAUDHARY	manojmacdu@gmail.com	9971471000	UR
41	HINDI	PROF. CHANDAR SHEKHAR	profcsram@rediffmail.com	9868640850	SC
42	HINDI	PROF. RAJHANS KUMAR	rajhanspahsara@gmail.com	9811512046	UR
43	HINDI	DR. ABHA SHARMA	sharmaabha1@yahoo.com	9868581624	UR
44	HISTORY	DR. NIRAJ KUMAR SINGH	niraj658@gmail.com	9999022085	UR
45	HISTORY	DR. SHIRIN BAKSHI RAINA	shirinbraina@gmail.com	9810144401	UR
46	HISTORY	DR. BHUPINDER KUMAR CHAUDHARY	bhupinderko@hotmail.com	9968313730	UR
47	MATHEMATICS	DR. VANITA JAIN	vanitajain_2011@yahoo.com	9868725181	UR
48	MATHEMATICS	PROF. PRASANNAN A.R.	arprasannan@gmail.com	9868172367	UR
49	MATHEMATICS	PROF. ANURADHA SHARMA	dr.anuradhasharma18@gmail.com	9810878134	UR
50	MATHEMATICS	PROF. SHUSHIL YADAV	syadav@mac.du.ac.in	9015650765	UR
51	MATHEMATICS	DR. AYEKPAM JIREN MEITEI	ajmeitei@yahoo.com	9540068711	UR
52	PHYSICAL EDUCATION	PROF. MUKESH AGRAWAL	mukeshkr_agarwal@yahoo.co.in	9899155480	UR
53	PHYSICS	PROF. PARTHA SARTHI	ps_du@yahoo.co.in	9811332932	UR
54	PHYSICS	DR. ASHA GUPTA	agupta@mac.du.ac.in	9810578483	UR
55	POLITICAL SCIENCE	DR. RITU KOHLI	ritukohli9@gmail.com	9968283323	UR
56	POLITICAL SCIENCE	PROF. SANJEEV KUMAR TIWARI	sanjeevtiwaridu@gmail.com	9811546564	UR
57	POLITICAL SCIENCE	DR. NIRAJ KUMAR	niraj55b@gmail.com	9711074132	UR
58	POLITICAL SCIENCE	PROF. SUBODH KUMAR	subodh19@yahoo.com	9313749124	UR

TEMPORARY TEACHING STAFF					
S. N.	Name of the Department	Name of the Teacher	Valid Email Id	Mobile No.	Category
1	COMPUTER SCIENCE	DR KALPANA NIGAM	klpn_shankar@yahoo.com	9810623136	UR
LIBRARIAN					
S. N.	Name of the Department	Name of the Teacher	Valid Email Id	Mobile No.	Category
1	LIBRARY	DR. SATYA PRAKASH SINGH	dr.satyaprakash31@yahoo.com	9871981044	UR
ADHOC TEACHING STAFF					
S. N.	Name of the Department	Name of the Teacher	Valid Email Id	Mobile No.	Category
1	BUSINESS ECONOMICS	MS. KOMAL GUPTA	komal_G80@yahoo.com	9811629267	UR
2	CHEMISTRY	DR. RANVIJAI RAM	ranvijai.chemistry@gmail.com	8670530453	SC
3	COMMERCE	MR. AMIT KUMAR	amitkabir777@gmail.com	9911902821	SC
4	COMMERCE	MS.AARTI NAGAR	aartinagar48@yahoo.com	9811587417	OBC
5	COMMERCE	MS. EKANSHI GUPTA	ekanshi_gupta@yahoo.com	9811250952	UR
6	COMMERCE	DR. NEHA KUHAR	KUJAR.NEHA91@GMAIL.COM	9582275700	UR
7	COMPUTER SCIENCE	DR. LATESH KANOJIA	latasid@gmail.com	9958566006	SC
8	COMPUTER SCIENCE	MR. OMKAR SINGH	omkarsinghlodhi@gmail.com	9873483657	OBC
9	COMPUTER SCIENCE	MS. BARKHA SAIN	barkhasain@mac.du.ac.in	9871112559	SC
10	COMPUTER SCIENCE	MR. ASHUTOSH JAISWAL	sjaiswal111@gmail.com	9716474182	OBC
11	ECONOMICS	MR. VICKEY MEHRIYA	locatevickey@gmail.com	9711992472	OBC
12	ELECTRONICS	DR. CHHAVI BHATNAGAR	chhavijp90@gmail.com	9818462426	UR
13	ELECTRONICS	DR.VANDANA KUMARI	vandanakumari511@gmail.com	9971657377	UR
14	ENGLISH	MS. INDRANI DAS GUPTA	ranid66@ymail.com	9560338711	UR
15	HINDI	MR. AJAY KR PANDEY	ajaykumarpandey82@gmail.com	9968568468	PWD-UR
16	HINDI	DR. JITENDRA KUMAR BHAGAT	jitjiten@gmail.com	9812246974 9811944374	OBC
17	HISTORY	DR. FARAH KHAN	farha.khan0720@gmail.com	9999809160	UR
18	JOURNALISM	MR.S.K RINTEN	sudhirkrinten@mac.du.ac.in	9716131373	UR
19	JOURNALISM	MR. YOGESHWAR SINGH	yogeshwar.singh01@gmail.com	9811588054 9990226401	SC
20	JOURNALISM	MS. RACHITA KAULDHAR	rachitakauldhar@gmail.com	9953543009	SC

21	JOURNALISM	DR. VIVEK VISHWAS	jayvishvas@gmail.com	9764025701	OBC
22	JOURNALISM	DR. SHRUTI GOEL	shruti5star@gmail.com	9899028485	UR
23	MATHEMATICS	MR. VEDPAL SINGH	vedmathematics80@gmail.com	8527980908	SC
24	MATHEMATICS	DR. AWADHESH KUMAR PODDAR	poddargee@yahoo.co.in	9350117187	OBC
25	MATHEMATICS	MR. KRISHAN PAL	kpall1987@gmail.com	9540767919	SC
26	MATHEMATICS	DR. RENU SAINI	renusaini189@gmail.com	9811733163	OBC
27	MATHEMATICS	MS. ANJANA KUMARI	anjana8495@gmail.com	6378189804	ST
28	PHYSICS	DR. KRISHAN KUMAR	krishan.du@gmail.com	9871324230	UR
29	PHYSICS	DR. NILESH KR PATHAK	nileshpiitd@gmail.com	9953401294	UR
30	POLITICAL SCIENCE	MR. PRABIRA SETHY	sethyprabira1@gmail.com	8178344754	SC

PERMANENT NON-TEACHING STAFF						
S. No.	Name	Designation	Group	Category	Contact No	Email Id
1	Mr. Dipin Arora	Administrative Officer (On Deputation)	A	UR	9818644189	mac.dipin@gmail.com
2	Mr. Rajinder Singh Bisht	Section Officer, Accounts	B	UR	9999943997	rajander.bisht14@gmail.com
3	Mr. A.N Abbassi	Section Officer, Admin. (Officiating)	B	UR	9810208173	abbasi_123@rediffmail.com
4	Mr. Narendra Kumar	Senior Assistant (On EOL)	B	SC	9891921365	narendrakumar.89nt@gmail.com
5	Mr. Pramod Kumar	Sr. Technical Assistant	B	UR	9891440519	mac.pramod@gmail.com
6	Mr. Naresh Rohilla	Assistant	C	UR	9868231682	naresh@mac.du.ac.in
7	Mr. Parmanand Tripathi	Assistant	C	UR	9013449963	
8	Mr. Rajkumar	Assistant	C	OBC	8459141903	rajgracy532@gmail.com
9	Mr. Ashok Atri	Caretaker	C	UR	9312544541	
10	Mr. Sitaram	Junior Assistant	C	UR	9717908146	sitaram@mac.du.ac.in
11	Mr. Jaswant Singh	Junior Assistant	C	UR	9013369232	
12	Mr. Raj Singh	Driver	C	UR	9312573547	
13	Mr. Lokesh Kumar	Lab Assistant	C	UR	9868987489	
14	Mr. Bhagwan Das	Lab Assistant	C	UR	9891440145	
15	Mr. Ashish	Lab Assistant	C	OBC	9899549998	ashishdala1005@gmail.com
16	Mr. Suresh Kumar	Lab Assistant	C	SC	9717147809	macsuresh01@gmail.com

17	Mr. Biseshwar Paswan	MTS	C	UR	9971624378	
18	Mr. Mukesh Kumar	MTS	C	UR	7082709802	
19	Mr. Naveen Chander Chamoli	MTS	C	UR	9990355659	
20	Mr. Mohan Yadav	MTS	C	UR	7053282897	
21	Mr. Kishan Kr Sharma	MTS	C	UR	9868814549	
22	Mr. Vivek Taank	MTS	C	OBC	9999277477	vivsehrawat.44@gmail.com
23	Ms. Kavita Devi	MTS	C	OBC	9654996305	
24	Ms. Basanti Devi	MTS	C	UR	9911845286	
25	Ms. Neeru Rawat	MTS	C	UR	9990391874	rawatneeru1977@gmail.com
26	Mr. Pradeep Kumar	MTS	C	UR	9289542223	
27	Mr. Dhan Singh	MTS	C	UR	9716188424	
28	Mr. Satbir Singh	MTS	C	UR	9540867860	satbirsingh1451968@gmail.com
29	Mr. Ramesh Shukhla	MTS	C	UR	9811488004	
30	Ms. Sangeeta	MTS	C	SC	8860461101	
31	Mr. Hari Singh	MTS	C	SC	9582768716	
32	Mr. Anil Kumar	MTS	C	SC	9911722844	anil.mac324@gmail.com
33	Mr. Ajay	MTS	C	SC	9560816941	
34	Mr. Mahesh Kumar	Library Attdt.	C	UR	9868172464	
35	Mr. Xavier Dung Dung	Library Attdt.	C	ST	9971743553	xavier.dung2@gmail.com
36	Mr. Barnabas Dung Dung	Lab Attdt.	C	ST	9810914119	
37	Mr. Vinod Kr Tiwari	Lab Attdt.	C	UR	9818430292	

CONTRACTUAL NON-TEACHING STAFF

S. No.	Name	Designation	Group	Category	Contact No	Email Id
1	Mr. Vinay Kumar Sharma	System and Network Administrator	B	UR	9717093231	sysadmin@mac.du.ac.in
2	Mr. Ganesh Chander Bhatt	Sr. P.A. to Principal (Officiating)	B	UR	9717035828	ganesh.bhatt1989@gmail.com
3	Mr. D. Anand	Junior Assistant (Accounts)	C	UR	9717057742	anand.90134@gmail.com
4	Ms. Heena Jain	Junior Assistant (Accounts)	C	UR	8527864865	heenagupta306@gmail.com
5	Mr. Nishant Rathor	Junior Assistant (Admin)	C	OBC	9999593692	nishantrathordu@gmail.com
6	Mr. Vishal Khamaru	Junior Assistant (Admin)	C	UR	9999146996	vishalkhamaru@gmail.com
7	Ms. Sunita chauhan	Junior Assistant (Hostel)	C	OBC	9044186323	Sunitachauhan2246@gmail.com

8	Ms. Reena	Junior Library and Information Assistant	C	UR	7838962934	GAUTAMREENA1988@GMAIL.COM
9	Ms. Preeti	Junior Library and Information Assistant	C	OBC	9873734304	Preeti.rohilla5@gmail.com
10	Mr. Satyapriya	MTS	C	SC	9718236312	
11	Mr. Arun Mudgal	MTS	C	UR	9211229993	arunmudgal26@gmail.com
12	Mr. Prince Kumar Saini	MTS	C	OBC	9716213363	anishsaini09@gmail.com

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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 7th CPC recommendations are as under:-

S.No.	Rationalized Entry Pay (Rs)	Academic Level	Posts
1.	144200	Level 14	Principal & Professor
2.	131400	Level 13A	Associate Professor
	79800	Level 12	Asstt. Professor (Stage-III)
	68900	Level 11	Assistant Professor (Stage-II),
3.	68900	Level 11	Librarian (Senior Scale)
	57700	Level 10	Assistant Professor (Stage-I)
	57700	Level 10	Assistant Professor on Adhoc Basis
	56100	Level 10	Administrative Officer (Group A)
	53100	Level 09	Professional Assistant (Library)
	44900	Level 07	Section Officer, Sr. P.A.
	35400	Level 06	Sr. Assistant, Scientific Assistant/ Sr. Technical Assistant (Computer)
4.	29200	Level 05	Technical Assistant, Semi-Prof. Asst
	25500	Level 04	Assistant, Lab. Assistant
	19900	Level 02	Jr. Assistant, Caretaker, Driver
			(Laboratory Attendant, Multi
5.	18000	Level 01	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 strictly followed by General Financial Rules (<https://cgda.nic.in/pdf/gfr2005.pdf>)

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Section 4(1)(b)(xii)

(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 undergraduate 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.

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

Appellate Authority:-

Name	Prof. Sanjeev Kumar Tiwari, 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 Legal size, created or copied.
- ii) Actual cost for sizes bigger than A-4 or Legal.
- 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).

ADMINISTRATIVE STRUCTURE

