

# **INFORMATION HANDBOOK**

**Under**

## **Right to Information Act 2005 (RTI)**

**SHAHEED BHAGAT SINGH  
EVENING COLLEGE  
(UNIVERSITY OF DELHI)**

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**Public Information Officer**

**Dr.P.K. Khurana** -  
**Principal**

**First Appellate Authority**

## **INTRODUCTION**

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of 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 any other law made by the Parliament; or by any other law made by State Legislature; or by notification issued or order made by the appropriate Government and includes any -

- body owned, controlled or substantially financed;
- non-government organization substantially financed, directly or indirectly by funds provided by the appropriate 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 Shaheed Bhagat Singh Evening College, University of Delhi and related information.

## **Manuals under Section 4(1)(b) of the RTI Act, 2005**

**1.1.** The information provided in this Handbook is to fulfill the requirement of the Right to Information Act, 2005 as required in terms of the Section 4 (1) (b) of the Act as per directive issued by the Registrar, University of Delhi.

**1.2.** The purpose of providing information in this Information Handbook is to inform the public at large who have a right to know how public money is spent to run this institution and to help in fixing responsibility/accountability of all officials/employees concerned for any act of omission or commission in the act of discharging duties and responsibilities.

**1.3.** The target readers of this Handbook are the general public and in particular the direct beneficiaries of this institution.

**1.4.** The organization of the information in this hand-book has been done in conformity with the guidelines stipulated by the University of Delhi.

**1.5.** College means Shaheed Bhagat Singh Evening College, University means the University of Delhi, UGC means University Grants Commission, AO means Administrative Officer, S.O. means Section Officer.

**1.6.** Dr. Satish Kumar, Public Information Officer of Shaheed Bhagat Singh Evening College may be contacted for additional information/clarification regarding information provided in this Manual.

**1.7.** Information seekers may submit their application by post or in person to the Public Information Officer (PIO) along with the requisite fee of Rs. 10/- in the form of cash/Demand Draft/Indian Postal Order/Money Order and obtained acknowledgement receipt for the same. The fee for obtaining copies of information in any form will be payable as applicable under the RTI Act, 2005.

**MANUAL - 1**  
**Section 4(1)(b)(i)**

**Particulars of organization, functions and duties**

**Objectives:-**

· To develop and maintain college dedicated to organisation, conduct and promotion of educational pursuits for undergraduate courses.

To undertake endeavors aimed at sub serving the above objective.

**Vision & Mission Statement:-**

**Our Vision**

To be a partner in the evolution and development of a just and humane society.

**Our Mission**

To strive for helping our students to see life as a vocation and motivate them to discover their uniqueness and develop their talents and strengths to contribute to the task of nation-building. To be a guide to our students so that they enter adult life as a person with compassion, competence and conscience.

### **Brief history:-**

Shaheed Bhagat Singh Evening College was established in 1973 by Delhi Administration. Named after one of the great sons of India, Shaheed Bhagat Singh, it is one of the constituent Colleges of the University of Delhi, India. In the beginning, the College catered basically to the needs of those who were in employment but who had a desire to enhance their educational qualifications and achieve higher standards of learning. It started with only two undergraduate courses, i.e. B.A. Program & B.Com. Program with a meager strength of 250 students and 10 faculty members and a Skelton administrative staff.

Over the period, our College added B.Com( Hons.), B.A.(Hons.) in Geography and Political Science Subjects also in its stride. and our College students could opt for these Honours Courses. Today the College is catering to 1600 students – Seven Departments and B.A.Restructured Programme with many subject combinations.

Shaheed Bhagat Singh Evening College embodied the spirit of social responsibility and cultural awareness reflecting the aspirations of the students. The aim of our College is to look forward to the 21st century as a challenge and an opportunity to build our college as a vehicle of change and growth to prepare students think critically and act responsibly in a rapidly changing global environment.

The college true to its motto imparts education to the young students who come onto its portals with a thirst for knowledge and wisdom. The college excels in academic as well as in extra-curricular activities.

The College provides for an all round development and formation of the students. They are persuaded to meet new challenges in this fast changing global environment. The College ensures the physical, intellectual and mental health of students. Various departments organize seminars and talks by eminent speakers on subjects of academic interest from time to time, to take the students beyond class-room teaching. Facilities are provided for indoor and outdoor games. The College owns one of the best playgrounds to facilitate students for playing different sports such as Cricket, Football, Volleyball etc. Our students regularly take part and excel in inter-college intervarsity, national and international sports events. The College has many societies like debating, quiz, music, arts & culture, dramatics, etc. to provide opportunity for self development and display of their talents.

Shaheed Bhagat Singh Evening College is located in the south of Delhi, near Sheikh Sarai Phase-II, New Delhi and features a pleasant and

congenial learning environment. The building has been so asthetically planned and built as to provide a quite atmosphere all around the campus.

The College has a large Library automated with computer and internet facilities.

The College takes the task of educating young boys and girls and training them in responsibility and accountability, to take their positions in the competitive world.

We have consistently fared well in inter college festivals and in various competitive events.

**Duties of the College:**

To conduct academic programmes for the preparation of under-graduate examinations in various faculties available in the college, and to undertake activities that are contributory to this object.

**Main activities/functions of the College include:**

- 1.To conduct designated courses and examinations in obtaining a Graduate degree of Delhi University.
2. To facilitate the conduct of add-on courses of duration shorter than the regular ones.

**Services being provided by the College:**

The College facilitates the following:

The College offers facilities for pursuing under-graduate courses in arts, commerce.

**Expectation of the College from the public for enhancing its effectiveness and efficiency:**

The College expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the College.

**Address : Shaheed Bhagat Singh Evening College, Sheikh Sarai  
Phase-II, New Delhi-110017**

**Working hours of the College:** Office hours: 1.30 p.m. to 9 .30 p.m.  
(Monday to Friday)

**MANUAL 2**  
**Section 4(1)(b)(ii)**

**Powers and Duties of Officers & Employees**

<b>Designation</b>	<b>Powers and Duties</b>
Bursar	The Bursar, who is a member of the Teaching Staff, shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College, and shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College.
Administrative Officer	The Administrative Officer, being head of the Administrative and Accounts Branch, is responsible to supervise and coordinate the working of administrative and accounts sections and to do the work assigned by the Principal from time to time.
Sr. P.A. to Principal	To assist the Principal in day-to-day secretarial work and to do the work assigned by the Principal from time to time.
Section Officer (Admn.)	To supervise and do the work of administrative office and to do the work assigned by the Admn Officer/Principal from time to time.
Section Officer (Accounts)	To supervise and to do the work of Accounts Section and to do the work assigned by the Admn Officer/Principal from time to time.
Sr. Assistant	Maintenance of Service Books, Stores and Assets Registers. Deal with statistics, fixation of pay of Teaching and Non-Teaching Staff, Liveries to Class IV staff and any other work assigned by the Adm. Officer/S.O. (Admn.).
Assistants	Day to day students dealing work, updating the students and staff data base, to deal with day to day accounts work as well as work related to

	superannuation and leave record of the staff, and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts).
Jr. Assistants	Day to day typing work and dealing at designated counters for specific purposes and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts).
Daftries	To maintain the office records and to deal with diary and dispatch work and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts).
Electrician	To deal with all repair and maintenance of electrical work of the college and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts).
Office Attendants	Attending to day to day college work related to delivery of mail, catering water whenever required and dusting and cleaning work and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts).
Waterman	Catering of water etc. whenever required and to do other miscellaneous work like filling up of water containers and room coolers and dusting etc. and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts).
Safai Karamcharies	Cleaning of the college building premises and offices and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts).
Chowkidar	To guard the college property and premises
Librarian	Overall supervision and control of the college library work including purchase of books in coordination with the Library Committee and any other work assigned by the Principal from time to time.
Semi Professional Assistants	Distribution and classification of books and any other work assigned by the Librarian from time to time.
Jr. Library and Information Assistant	Issue of books to students and staff as well as clerical assistance to the Librarian and any other work assigned by the Librarian from time to time.

Library Attendants	Maintenance and cleanliness of library, issue of books to the students and staff including tooling and other allied work and any other work assigned by the Librarian from time to time
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**MANUAL 3**  
**Section 4(1)(b)(iii)**

**Procedure followed to take a decision on various matters:**

- Decisions in various matters are taken by the appropriate authorities of the College as per the procedures laid down under various Ordinances, rules and regulations of the University.

**MANUAL 4**  
**Section 4(1)(b)(iv)**

**Norms set by the College in discharge of its functions**

Norms and standards for various activities of the College are set by the competent authorities such as

- The Governing Body of Shaheed Bhagat Singh Evening College
- The Staff Council of Shaheed Bhagat Singh Evening College

**Governing Body**

The Governing Body of the College comprises 20 members of which 12 members are nominated by the Delhi Administration for a period of one year after obtaining the approval of the Executive Council of the

University of Delhi, 2 University Representatives, 2 Teacher Members each on yearly rotation basis from Day and Evening Colleges and Principals of Day and Evening Colleges as ex-officio Member-Secretaries. The objective of the Governing Body is to establish, develop and maintain the educational institution and to manage, supervise and administer its affairs. The Governing Body meets periodically from time to time as per Delhi University Ordinance XVIII.

## **2.1 Duties of the Public Authority: Governing Body**

Subject to the Act, Statutes and Ordinances and Regulations of the University of Delhi, the Governing Body shall be the Executive authority and shall have general supervision and control of the affairs of the college and shall maintain its own record of its proceedings which shall be open to inspection by the inspection authority of the University. The Governing Body shall hold, control and administer the property and funds of the College as well as other funds placed at the disposal of the College for any specific object. The Governing Body shall appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers as are hereinafter specified. It may also appoint a Finance Committee to advise it on matters relating the finance. The Governing Body shall, in addition to other duties vested in it, have the following powers:

- (i) To enter into, vary, carry out, confirm and cancel contracts on behalf of the College.
- (ii) To consider the Annual Report, the Annual Accounts and the Financial Estimates.
- (iii) To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the College.
- (iv) To fix admission, tuition and other fees to be charged from students reading and/or residing in the College (subject to any limitations laid down by the Delhi University).
- (v) To appoint Principals and other members of teaching and non-teaching staff excluding Class-IV employees of the College in accordance with the procedure laid down under Ordinance XVIII.

Provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance XII of the University and no action shall be taken which shall be in

contravention of any Statute, Ordinance or Regulation or Rule made by the University in this behalf.

(vi) To grant on the recommendation of the Principal, Study Leave and Leave without pay to the teaching staff of the College subject to the Rules and Regulations of the University and the directions of the University Grants Commission from time to time.

(vii) To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.

(viii) To open an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the College deposited with such banks.

(ix) To take such insurance in respect of property or employees of the College, as the Governing Body may think fit.

(x) To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the University of Delhi.

(xi) To delegate, at its discretion, any of its power as may be necessary from time to time to the Chairman and/or the Principal.

(xii) To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

### **Chairman, Governing Body**

The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.

In any emergency, in which, in the opinion of the chairman, immediate action is required, the Chairman shall, after considering, the opinion of the Principal of the college, take such action as he thinks necessary and shall report the action taken by him to the Government Body at its next meeting for approval and confirmation.

### **Treasurer, Governing Body**

The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) to supervise the receipts and

expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.

The Treasurer shall advise the Governing Body in regard to its financial policy.

### **Principal**

1. The Principal, being the Head of the College under the Act, is the Chief Executive Officer of the College.

2. The Principal shall realize and receive all grants or other money due to the college from the Central and State Government, and the University and other persons, bodies and authorities.

3. The Principal shall not accept the membership of the Governing Body of any other college of the University of Delhi. The Principal shall, in addition to his duties as Principal, be also required to undertake teaching work in the College or the University.

The Principal shall be responsible for the organization of teaching and co-curricular activities of the college.

6. The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.

7. The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the rules.

8. The Principal shall sanction all types of leave expecting Study Leave, leave without pay and privilege leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.

9. The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc will be taken by him without the prior approval of the Governing Body.

10. Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students Fund (ii) have powers to appoint Class IV Staff, and suspend and dismiss such staff and report the same to the Governing Body.

11. The Principal will decide the policies regarding Examination (College), promotion and admission to the college after consultation with the Staff Council as constituted under Ordinance XVIII (6).

12. The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.

13. The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Treasurer of the Governing Body for information according to the Budget heads.

### **Domestic Bursar**

The Governing Body, on the recommendation of the Principal, shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII (4) (2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College.

The Bursar of the College shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College. Bursar would get an allowances of Rs. 600/- p.m.

**2.5** The Governing Body meets from time to time as and when requires/requisitioned for purposes of fulfilling its duties mentioned in point 2.4.

**2.6** The College provides the under-mentioned services:

- i) Admission of students to various courses
- ii) Teaching of various courses

- iii) Conducting theory and practical examinations on behalf of University.
- iv) Extra-curricular activities through various Cultural Societies of the College.
- v) Sports and games.
- vi) Library services including Reading Room.
- vii) Computer Laboratory services with internet facility.
- viii) Medical Aid Services by qualified physician.
- ix) Personality/Career Development opportunities through NSS and NCC.
- x) Academic Enhancement facilities through Seminars/Conferences/Workshops/Special Lectures.
- xi) Liaison work between University and Students/Staff.

**2.8** In order to enhance the efficiency and effectiveness of the institution, the cooperation and support of the society is very essential. The college regards the parents/guardians of its students as their first teachers/role models because it is in their company and under their influence that the students shape their personalities and attitude towards life and society. With this understanding as a base, the college tries to impart education together with the inherent values. In this process, the college expects the parents/guardians and the general public to be a source of positive energy in coordination with the college for the composite development of our youths' personality. The college certainly does not expect its students to acquire parochial views through their interaction with the public/society. In this sense, the onus of responsibility lies with our society.

**2.9** The college Annual Prize Distribution Function is open for parents/guardians of all our students for purposes of interaction with the teachers.

**2.10** The under-mentioned Committees/persons may be approached for redressal of grievances:

- a) Disciplinary Resource Committee
- b) College Complaints Committee
- c) Liaison Officer for SC-ST students

d) Public Information Officer

**2.11** All the administrative, accounts and library offices are located in the college building which is in Sheikh Sarai Phase-II, New Delhi-110017.

**2.12** The college hours are from 1.30 p.m. to 9.30 p.m. on all working days.

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**MANUAL 5**  
**Section 4(1)(b)(v)**

**Rules, Regulations and Instructions used:**

**College Rules & Regulations**

**1. College Regulations**

1. When a student seeks admission to the college, it is assumed by the college that the student has an earnest purpose and he/she is expected to aim at the highest achievement in every sphere and to conduct himself/herself in a responsible and dignified manner wherever he/she may be.
2. By joining the college the student accepts all its rules and regulations.
3. He/She also commits herself to participating in intra and inter college programmes.

**2. Internal Assessment**

1. The College has a system of tutorial preceptual in which students are expected to participate in group discussion and submit written work regularly as per the EC resolution 2003 from the academic year 2003-2004.

2. 25% of the total marks in a course shall be awarded by the college based on internal assessment on a continuous basis. Such assessment could be based on tutorial work/perceptual work/class presentation and mid term examination.

3. The internal assessment marks will be shown separately in the mark sheet issued by the University and these marks will be added to the annual examination marks for determining the division of the student.

4. For Examination and Promotion Rules refer to University Calendar Volume I & II 1989 and Volume I 2004.

### **3. Academic Association**

1. Each academic department organises in its own discipline an association of teachers and students.
2. Every student becomes a member of one academic association and takes an active part in the seminars, symposia, debates, lectures etc., arranged by the association.
3. Each association has a Memorandum, Rules and Regulations.

### **4. Written Assignments, House Examinations, Project Work**

1. A system of regular assignments, including written assessments and follow-up discussion complements the classroom teaching and promotes better understanding, comprehension and expression in each of the subjects offered by the college. For further details refer to University Calendar Volume I & II 1988, 1998.
2. For examination and promotion rules refer to University Calendar Volume I & II 1989 and 2004.

### **5. Attendance**

1. Students are expected to attend classes regularly. The University rules require a student to attend a minimum of two-third lectures and practicals delivered in each subject separately, failing which the student shall not be permitted to sit for the University examination.
2. Students are expected to attend the following College Functions: Annual Day, Annual Cultural Festival, Sports Day and any other functions announced by the Principal as college Functions.

3. The college reserves the right to grant examination clearance to students on the basis of their attendance record.
4. Students who do not attend classes for more than four consecutive weeks should inform the Principal/Teacher in charge in writing or else their names shall be struck off the rolls of the college.
5. Application for leave should be made in advance and submitted to the Principal.
6. Condonation of attendance may be granted in exceptional cases by the Principal.

## **6. Discipline**

1. The Students of the College are expected to maintain strict discipline in the College.
2. Ragging is banned in the College. In case of violation, the offender(s) will be liable for punishment under the Rules prescribed for the purpose.
3. The Principal reserves the right to take appropriate action: suspend/expel students found guilty of any kind of indiscipline as laid down in the University Ordinance XV-B

## **7. Notice Boards**

The college notice boards are used to convey official and other information to students. Once a notice has appeared on the notice board, ignorance of it can not be pleaded as justification for non-observance.

## **8. Identity Card**

1. The Identity Card establishes the student's identity both within and outside the college. The students may be called upon to produce their Identity Card at any time by any of the college staff. Students without their Identity card are liable to be sent home.

## **9. Certificates, Testimonials, Transcripts**

1. Students desiring to obtain certificates, testimonials, transcripts, etc., should apply for them in writing along with their Identity

Card. They should allow an interval of 48 hours for the issue of these documents.

2. Character certificates and testimonials will be issued as per the performa in use by the college.
3. All students are advised to collect their original certificates submitted at the time of admission, when instructed or at the end of the final year, failing which the college would not be responsible for them.

#### **10. Student Travel Concession**

1. Application forms for obtaining concession by railway or bus travel are available at the general office.
2. The office requires at least 48 hours to process an application.
3. An application should contain the following information: -
  - (i) Name of the Student
  - (ii) Class in which the student is studying
  - (iii) Age of the student
  - (iv) Destination , i.e., town to which the student is traveling.

#### **11. Lost Property**

1. Lost property found in the college premises should be submitted to her for safe keeping. Claims for lost property should be made in writing, giving a full description of the article lost.

2. The college does not accept responsibility for articles lost.

#### **12. Canteen**

The canteen is at the service of the staff and students from 1.30 a.m. to 8.00 p.m.

Students are expected to leave the tables as they would wish to find them. They use the canteen for dining only.

#### **13. National Service Activities**

1. The college offers its students opportunities for personality development and enrichment by means of community and social service in any one of the following programmes.

NCC	National Cadet Corps
NSS	National Service Scheme

For more details refer to the concerned Convenor.

#### **14. Student's Societies**

1. There are about seven societies operating in the college to promote extra-curricular activities, namely Debating Society, Fine Arts & cultural Society etc. Besides, each department is having its association where students are expected to participate in various activities.
2. General rules pertaining to all societies are as follows:
  - (i) Each Society is guided by a team of at least two teachers
  - (ii) It has a managing committee i.e., a president, a secretary and a treasurer. The managing committee consists of students elected by the student members of the society.
  - (iv) The secretary of each society maintains:
    - (a) A list of the names of the students in the society indicating the class to which each student belongs. An annual report according to the prescribed guidelines to be submitted to the Principal.

#### **15. Library Rules**

1. The library is open from 1.30 a.m. to 9.30 p.m. on all working days, any change in timings will be notified on the library and college notice board.
2. The library is operated on the 'Open Stack' principle which permits direct access to books. The books are classified according to the dewy decimal classification system and arranged in decimal sequences. Books, once drawn from a shelf should not be replaced in their previous position, but left aside (on the table) after perusals.

3. The library is essentially a place of quiet serious study, and as such there must be complete silence at all times.
4. All bonafide students are admitted to membership of the library. To secure membership a student is required to fill up and sign the prescribed membership application form available at the library counter. This should be done within 1 week of their admission to the college. Non-members are not permitted the use of the library.
5. Each student of every course receives three reader's tickets. Tickets are not transferable: they are valid until the commencement of the final university examination of each course.
6. Personal belongings such as hand-bags, books, tiffin carriers, etc., are kept at the property counter. Students, may, however, take into the library note books and essential stationery at their own risk.
7. The library has the following special sections :

#### **Text-Book Section**

The reserve section makes available for use for 2 days, a collection of text-books which are in heavy demand because of assigned class reading. These books can be borrowed after 2.00 p.m. and must be returned the following day, between 2.00 p.m. to 8.30 p.m.

#### **Reference Section**

In this section there are encyclopaedias, dictionaries, annuals, as well as a copy of every prescribed text-book of the courses offered by the college. Books from this section are meant for consultation in the reading room only.

#### **Periodicals Section**

Periodicals, Journals etc., of special value are included in this section; bound or loose volumes are available for use in the library only.

#### **Book Bank**

Text-books are loaned to the students for the entire academic year; preference is given to needy students. These students should apply in writing on the prescribed form available at the library counter by August 15th. A student must return these to the book bank before they collect their roll numbers.

#### **Weekly Section**

Books are issued for a period of one week.

8. A penalty of Re. 1 per day, per volume is levied on books issued for 2 days use and not returned in time by 8.00 p.m. The fine for all other books not returned by the date indicated on the due date slip is 25 paise per day per volume. If either of these offences is

repeated thrice, the reader loses her membership and can regain it only the following term.

9. As books are extremely expensive, students are expected to take greatest care of them. When books are issued they should be carefully examined and any defect or flaw, e.g. missing pages, pencil or ink-marks, etc., must be brought to the notice of the counter assistant. Students found defecting or damaging books will be required to pay for them, and if the book is one of a series, this penalty will necessarily be extended to the entire set.
10. The loss of readers tickets should be immediately reported (in writing) to the librarian. Any loss that the library may incur on account of the loss of a library ticket will be the responsibility of the owner of the ticket.
11. The loss of books should also be immediately reported to the librarian. If a book cannot be recovered, the student responsible for its loss will replace the book, and if the volume is one of a series, the student has the liability to replace the entire set.
12. Before leaving the library students should ensure that they have returned all the reading material used by them: they are strictly forbidden to take away any book which is not issued to them. At the exit counter books issued to students will be examined and personal belonging will be returned.
13. Any change in course, subject, class, section, address etc., must be notified to the librarian.
14. Disregard of library regulation, indiscipline and misbehaviour render a student liable to be refused access to the library.
15. Students are eligible for membership of the library of the University of Delhi, the British Council Library, U.S.I.S. and the U.G.T.B. Library. Forms for these libraries must be signed by the Librarian.

## **25. Fees and Fines**

1. Tuition and other fees are payable by each student according to the fee payment schedule notified by the College or as per University's guidelines. Late payment fee/fines are charged for delay in submission of fees as per University Rules.

## **26. Withdrawal of Admission and Refund of Fees**

1. Application for withdrawal of admission should be submitted in the prescribed form (in duplicate) obtainable from the college office.
  2. If the withdrawal application is submitted in the college office on or before 14<sup>th</sup> August, 2009, a sum of Rs. 35/- only will be deducted and rest of the fees will be refunded by cheque in due course.
  3. If the withdrawal application is submitted after 14<sup>th</sup> August, 2009, only caution/security deposit will be refunded by cheque in due course.
  4. Caution/Security deposit can be claimed within three years of leaving the college after which the same will not be refundable.
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## **University Regulations**

1. **Title of the Document:** University Calendar – Volumes I-II

**Type of Document:** Rules and Regulations

**Brief Write-up of the document:**

Volume I of the document contains the Act, the Statutes and the Ordinances of the University which includes among other things information relating to admissions, courses of study, University Examinations, Teaching Staff, University Authorities, Boards and Standing Committees, Colleges, Institutions, Scholarships, Fellowships, Medals and Prizes and miscellaneous information.

Volume-II of the document contains complete information regarding admissions and details of all courses of all streams offered by the University and the examinations and degrees recognized by Delhi University. It also contains information on leave rules for teaching and non-teaching staff, fees, examinations, degrees and convocations.

**From where available:**

The document can be obtained from the Publication Division, University of Delhi, Delhi-110007.

Telephone Number: 27667725/Extension Publication Division.

**Fee Charged:**

As determined by the University.

2. **Title of Document:** University Non-Teaching Employees (Terms and Conditions of Service) Rules-1971.

**Type of Document:** Rules

**Brief Write-up on the Document:** This document contains information relating to general conditions and tenure of service, pay and allowances, leave, conduct, penalties and appeals in service matters and miscellaneous information.

**From where available:**

The document can be obtained from the Publication Division, University of Delhi, Delhi-110007.

Telephone Number: 27667725/Extension Publication Division

**Fee Charged:**

As determined by the University.

3. **Title of Document:** University Information Bulletin.

**Type of Document:** General Information

**Brief Write-up on the Document:** This document is published by the University every year before admissions of students to various courses offered by the University. It includes information regarding courses offered, requirements for admission, eligibility conditions, reservations and relaxations, migrations, modalities for admissions, general important points and dates related to admissions, list of colleges and specimen copy of pre-admission form.

**From where available:**

The document can be obtained from the Publication Division and also office of the Dean, Students' Welfare, University of Delhi.

**Fee Charged:**

As determined by the University.

4. **Title of Document:** College Information Bulletin.

**Type of Document:** General Information

**Brief Write-up on the Document:** This document is published by the College every year before admissions of students to various courses offered by the College. It includes information about the college and its rules and regulations, and also regarding courses offered by the college, requirements for admission, eligibility conditions, modalities for admissions, general important points and dates relating to admissions etc.

**From where available:**

The document can be obtained from the college office during the admission phase.

**Fee Charged:** Not applicable

**MANUAL 6**  
**Section 4(1)(b)(vi)**

**Official documents and their availability:**

**I**

- College Prospectus
- Information Handbook under RTI Act 2005
- Principal's Annual Report
- Constitution of the college students Union
- The college Timetable
- Examination Schedule
- Administrative Notices
- Students, Attendance Records
- Students, Internal Assessment Records
- Examination results

Attempts are being made to put these up on the website.

## **II**

- Minutes of the Governing Body
- Audit Reports
- Certified Annual Accounts

## **III**

- University of Delhi, Calendar-Volume I dealing with statutory provisions.
- University of Delhi, Calendar- Volume II dealing with various courses.

These are available in printed form from the University of Delhi.

Note: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of the college until these are printed, will remain confidential and not available in the public domain.

### **MANUAL 7** **Section 4(1)(b)(vii)**

#### **Mode of public participation:**

Participation through Representative Members on the Governing Body of the College.

### **MANUAL 8** **Section 4(1)(b)(viii)**

#### **Councils, Committees, Faculties, Boards etc.**

The College Governing Body as per University Calendar Ordinance XX.  
Staff Council as per University Calendar Ordinance XX.  
Staff Council Committees.  
Purchase Committee  
Building Committee

College Complaint Committee (Sexual Harassment)  
Computerization Committee

**MANUAL 9**  
**Section 4(1)(b)(ix)**

**Directory of officers and employees:**

**Teaching Staff**

<i>S.No.</i>	<i>Name of the Teacher &amp; Designation</i>	<i>Department</i>	<i>Date of Birth</i>	<i>Date of Appointment on regular basis</i>	<i>Tel.Nos.</i>
1.	Dr.P.K. Khurana Principal	Commerce	02.7.1954	20.8.1975	27565689, 9891307210
2.	Dr. Ramji Dass Arora Associate Professor	Commerce	17.5.1946	22.10.1974	9891815010
3.	Sh D.K. Jain Associate Professor	Commerce	16.9.1953	22.10.1974	275261733
4.	Dr. O.P. Sharma Associate Professor	Pol. Science	9.3.1947	2.8.1975	22548092, 9871240037
5.	Dr. Ramjas Associate Professor	Commerce	2.3.1954	14.8.1975	29941234, 9868594204
6.	Dr. N.K. Puri Associate Professor	Commerce	22.2.1954	29.8.1975	27561174
7.	Sh. R.B. Chopra Associate Professor	Economics	14.12.1947	17.10.1975	27482783
8.	Dr. Satish Chander Associate Professor	Commerce	6.12.1953	6.9.1976	22750118, 9810556446
9.	Sh. Raman Kr. Chawla Associate Professor	Commerce	22.4.1955	2.9.1976	27561308
10.	Mrs. Gita Khanna Associate Professor	English	2.4.1954	21.9.1976	46022448, 9810295753
11.	Dr. V.K. Anand Associate Professor	Economics	3.6.1955	23.9.1976	95120-2550083
12.	Dr.(Mrs.) Damyanti Devi Associate Professor	Hindi	2.10.1953	30.10.1976	26692176
13.	Sh. Comred Iqbal	Economics	2.1.1951	3.12.1976	26910401,

	Associate Professor				9711001514
14.	Sh. R.P. Tulsian Associate Professor	Commerce	30.10.1954	18.8.1977	9310369609
15.	Mrs. Vineeta Kapur Associate Professor	Pol. Science	15.8.1950	28.11.1977	29944506
16.	Dr.(Mrs.) Sabina Pillai Associate Professor	English	2.1.1955	28.11.1977	9810370601
17.	Mrs. Manushi Khan Associate Professor	English	25.6.1953	28.11.1977	26139155, 9350026710
18.	Dr. S.A. Siddiqui Associate Professor	Economics	11.12.1948	30.01.0979	9810072830
19.	Sh. J.P. Kachi Associate Professor	Economics	12.9.1953	30.1.1979	22742340
20.	Sh. Y.P. Tyagi Associate Professor	Commerce	3.10.1954	9.1.1984	9811142727
21.	Dr. S.K. Grover Associate Professor	Commerce	30.3.1960	9.1.1984	25532070
22.	Dr. Ajay Kumar Mehra Associate Professor	Pol. Science	3.11.1953	25.7.1984	951202441852
23.	Sh. Sheo Dutt Associate Professor	History	1.9.1956	21.8.1984	29561119, 9873050032
24.	Sh. Lalli Associate Professor	Economics	3.10.1954	1.9.1984	26319810
25.	Dr. Harmahinder Kumar Associate Professor	Commerce	1.11.1959	4.9.1984	9871595627
26.	Dr. R.S. Mann Associate Professor	D.P.E.	12.10.1950	25.6.1985	25190972
27.	Sh. S.K. Sinha Associate Professor	Geography	6.12.1957	18.11.1985	22744076, 9868222249
28.	Dr.(Mrs.)Vijay Lata Associate Professor	Hindi	6.5.1957	28.10.1988	22811395
29.	Dr. Satish Kumar Associate Professor	Pol. Science	6.2.1965	27.1.1989	23812200, 9811512533
30.	Dr.(Mrs.) Sharmila Moitra Associate Professor	Pol. Science	13.1.1960	1.2.1989	22753693, 9312225972
31.	Dr. Onkar Singh Deol Associate Professor	Commerce	8.7.1964	13.2.1996	9871422044
32.	Dr. Rabi Narayan Kar Associate Professor	Commerce	5.12.1969	13.2.1996	9212708740
33.	Sh. Dinesh Kumar Associate Professor	Commerce	13.9.1973	13.2.1996	9871234133
34.	Sh. Mahesh Chander Sharma Associate Professor	Commerce	1.2.1959	16.2.1996	26410410, 9818442310
35.	Dr. Anupam Goswami Associate Professor	Hindi	25.1.1962	19.2.1996	9711289477

36.	Dr. Satish Kumar Associate Professor	Hindi	10.5.1965	19.2.1996	9868416820
37.	Dr. S.K. Bandooni Associate Professor	Geography	20.7.1962	26.2.1996	9871324998
38.	Dr. Ravi Shekhar Associate Professor	Geography	4.1.1967	26.2.1996	9899732161
39.	Dr. V.S. Negi Associate Professor	Geography	15.7.1969	26.2.1996	9899332100
40.	Mrs. Vaneeta Chandna Associate Professor	Geography	7.11.1966	26.2.1996	9868221485
41.	Dr. S.K. Jain Associate Professor	Pol. Science	16.7.1960	6.3.1996	9810990599
42.	Dr. Harender Kr. Singh Associate Professor	Pol. Science	1.1.1964	6.3.1996	24992664, 9868812498
43.	Dr. Chander Shekhar Dubey Associate Professor	English	5.11.1959	12.3.1996	9811761183
44.	Dr. Arun Kumar Associate Professor	History	9.3.1955	19.3.1996	9810665146
45.	Ms. Charu Mittal Associate Professor	History	16.8.1963	19.3.1996	26121755
46.	Sh. Vinod J. Koul Associate Professor	Commerce	30.10.1963	18.2.1998	09312388473
47.	Dr. Bindhy Wasin Pandey Associate. Professor	Geography	1.1.1967	3.3.1998	9911416411
48.	Dr.(Mrs.) Chhavi Sharma Associate Professor	English	16.7.1967	3.3.1998	25281030
49.	Dr. Vindyachal Mishra Asstt Professor	Hindi	1.1.1969	17.7.2006	9868162124
50.	Ms. Anupama Verma Asstt Professor	Geography	10.3.1981	21.8.2006	9891434945
51.	Ms. Anupama M. Hasisja Asstt Professor	Geography	28.6.1970	24.08.2006	9810218145
52.	Dr. Kavita yadav Asstt Professor	Commerce	30.6.1972	16.7.2008	9818880336
53.	Sh. Sunil Kumar Asstt Professor	Commerce	31.3.1978	16.7.2008	9958583305
54.	Sh. Prem Kumar Asstt Professor	Economics	31.3.1979	16.7.2008	9891448146
55.	Ms. Nidhi Lakhotra Asstt Professor	Pol. Science	12.9.1980	16.7.2008	9958589391
56.	Sh. Amit Soni Asstt Professor	Economics	2.6.1981	16.7.2008	9871266497
57.	Sh. Sunder Singh Asstt Professor	Commerce	9.9.1981	16.7.2008	9953514787

**Non-Teaching Staff**

<i>S.No.</i>	<i>Name of the Employee</i>	<i>Designation</i>	<i>Date of Birth</i>	<i>Date of Appointment on regular basis</i>	<i>Tel.Nos.</i>
1.	Sh. D.K. Khurana	Senior Administrative Officer	11.7.1955	05.09.1979	9868247634
2.	Sh. A.K. Sudera	S.O. (Admn.)	1.7..1952	7.11.1975	9811882545
3.	Sh. Dinesh Dhawan	Sr.P.A. to Principal	5.7.1973	24.06.1997	9868169203
4.	Sh. V.S. Hooda	Senior Assistant.	4.7.1953	15.09.1973	9810186333
5.	Sh. Jai Prakash	Assistant (UDC)	2.01.1951	23.10.1973	27205804
6.	Sh. Hom Bahadur Rana	Assistant (UDC)	17.03.1956	1.11.1975	999045058
7.	Sh. J.C. Joshi	Assistant (UDC)	23.6.1964	27.12.1985	9811005328
8.	Shri Satpa Yadav	Jr. Assistant	15.5.1963	27.03.1990	9868706389
9.	Shri Satish Sharma	Care-taker	29.7.1957	1.12.1995	9312002527
10.	Shri Dharmender Kumar	Jr. Assistant	21.01.1975	03.06.1997	9868078738
11.	Shri P. Hari Nair	Electrician	30.12.1959	31.08.1987	9312227067
12.	Shri Govind Singh	Daftri	25.12.1959	01.11.1979	
13.	Shri Matadeen Maurya	Waterman	01.08.1958	01.05.1981	
14.	Shri Kishan Singh	Chowkidar	07.09.1951	1.11.1973	
15.	Shri Pritam Singh	Safai Karamchari			
16.	Smt. Rajeshwari	Office Attendant			
17.	Shri Dal Bahadur	Office Attendant	26.6.1957	10.04.1990	
18.	Shri Chander Singh	Office Attendant	9.12.1959		
19.	Shri Ravinder Kr.Yadav	Office Attendant	15.8.1987	13.06.2006	
20.	Shri Hari Singh	Office Attendant	25.12.1974	23.06.2008	

21.	Shri Santosh Kr.Maurya	Office Attendant		23.06.2008	
22.	Smt. Poonam Choudhary	Librarian			
23.	Shri Jagbir Singh Rana	Semi Prof.Asstt	10.05.1954	26.11.1979	
24.	Shri K.D.Verma	Library Attendant	07.08.1951	23.10.1973	
25.	Shri Prem Kumar	Library Attendant	07.07.1954	18.11.1975	
26.	Shri Vijay Narayan	Library Attendant	01.06.1950	21.10.1976	
27.					

**MANUAL 10**  
**Section 4(1)(b)(x)**

**The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University of Delhi.

**Teaching Staff**

<i>S.No.</i>	<i>Name of the Teacher &amp; Designation</i>	<i>Department</i>	<i>Pay Band</i>	<i>Date of Appointment on Regular basis</i>
1.	Dr.P.K. Khurana Principal	Commerce	37400-67000(PB-4)	20.8.1975
2.	Dr. Ramji Dass Arora Associate Professor	Commerce	37400-67000(PB-4)	22.10.1974

3.	Sh D.K. Jain Associate Professor	Commerce	37400-67000(PB-4)	22.10.1974
4.	Dr. O.P. Sharma Associate Professor	Pol. Science	37400-67000(PB-4)	2.8.1975
5.	Dr. Ramjas Associate Professor	Commerce	37400-67000(PB-4)	14.8.1975
6.	Dr. N.K. Puri Associate Professor	Commerce	37400-67000(PB-4)	29.8.1975
7.	Sh. R.B. Chopra Associate Professor	Economics	37400-67000(PB-4)	17.10.1975
8.	Dr. Satish Chander Associate Professor	Commerce	37400-67000(PB-4)	6.9.1976
9.	Sh. Raman Kr. Chawla Associate Professor	Commerce	37400-67000(PB-4)	2.9.1976
10.	Mrs. Gita Khanna Associate Professor	English	37400-67000(PB-4)	21.9.1976
11.	Dr. V.K. Anand Associate Professor	Economics	37400-67000(PB-4)	23.9.1976
12.	Dr.(Mrs.) Damyanti Devi Associate Professor	Hindi	37400-67000(PB-4)	30.10.1976
13.	Sh. Comred Iqbal Associate Professor	Economics	37400-67000(PB-4)	3.12.1976
14.	Sh. R.P. Tulsian Associate Professor	Commerce	37400-67000(PB-4)	18.8.1977
15.	Mrs. Vineeta Kapur Associate Professor	Pol. Science	37400-67000(PB-4)	28.11.1977
16.	Dr.(Mrs.) Sabina Pillai Associate Professor	English	37400-67000(PB-4)	28.11.1977
17.	Mrs. Manushi Khan Associate Professor	English	37400-67000(PB-4)	28.11.1977
18.	Dr. S.A. Siddiqui Associate Professor	Economics	37400-67000(PB-4)	30.01.0979
19.	Sh. J.P. Kachi Associate Professor	Economics	37400-67000(PB-4)	30.1.1979
20.	Sh. Y.P. Tyagi Associate Professor	Commerce	37400-67000(PB-4)	9.1.1984
21.	Dr. S.K. Grover Associate Professor	Commerce	37400-67000(PB-4)	9.1.1984
22.	Dr. Ajay Kumar Mehra Associate Professor	Pol. Science	37400-67000(PB-4)	25.7.1984
23.	Sh. Sheo Dutt Associate Professor	History	37400-67000(PB-4)	21.8.1984
24.	Sh. Lalli Associate Professor	Economics	37400-67000(PB-4)	1.9.1984
25.	Dr. Harmahinder Kumar Associate Professor	Commerce	37400-67000(PB-4)	4.9.1984

26	Dr. R.S. Mann Associate Professor	D.P.E.	37400-67000(PB-4)	25.6.1985
27.	Sh. S.K. Sinha Associate Professor	Geography	37400-67000(PB-4)	18.11.1985
28.	Dr.(Mrs.)Vijay Lata Associate Professor	Hindi	37400-67000(PB-4)	28.10.1988
29.	Dr. Satish Kumar Associate Professor	Pol. Science	37400-67000(PB-4)	27.1.1989
30.	Dr.(Mrs.) Sharmila Moitra Associate Professor	Pol. Science	37400-67000(PB-4)	1.2.1989
31.	Dr. Onkar Singh Deol Associate Professor	Commerce	37400-67000(PB-4)	13.2.1996
32.	Dr. Rabi Narayan Kar Associate Professor	Commerce	37400-67000(PB-4)	13.2.1996
33	Sh. Dinesh Kumar Associate Professor	Commerce	37400-67000(PB-4)	13.2.1996
34.	Sh. Mahesh Chander Sharma Associate Professor	Commerce	37400-67000(PB-4)	16.2.1996
35.	Dr. Anupam Goswami Associate Professor	Hindi	37400-67000(PB-4)	19.2.1996
36.	Dr. Satish Kumar Associate Professor	Hindi	37400-67000(PB-4)	19.2.1996
37.	Dr. S.K. Bandooni Associate Professor	Geography	37400-67000(PB-4)	26.2.1996
38.	Dr. Ravi Shekhar Associate Professor	Geography	37400-67000(PB-4)	26.2.1996
39.	Dr. V.S. Negi Associate Professor	Geography	37400-67000(PB-4)	26.2.1996
40.	Mrs. Vaneeta Chandna Associate Professor	Geography	37400-67000(PB-4)	26.2.1996
41.	Dr. S.K. Jain Associate Professor	Pol. Science	37400-67000(PB-4)	6.3.1996
42.	Dr. Harender Kr. Singh Associate Professor	Pol. Science	37400-67000(PB-4)	6.3.1996
43.	Dr. Chander Shekhar Dubey Associate Professor	English	37400-67000(PB-4)	12.3.1996
44.	Dr. Arun Kumar Associate Professor	History	37400-67000(PB-4)	19.3.1996
45.	Ms. Charu Mittal Associate Professor	History	37400-67000(PB-4)	19.3.1996
46.	Sh. Vinod J. Koul Associate Professor	Commerce	37400-67000(PB-4)	18.2.1998
47.	Dr. Bindhy Wasin	Geography	37400-67000(PB-4)	3.3.1998

	Pandey Associate. Professor			
48	Dr.(Mrs.) Chhavi Sharma Associate Professor	English	37400-67000(PB-4)	3.3.1998
49.	Dr. Vindyachal Mishra Asstt Professor	Hindi	15600-39100(PB-3)	17.7.2006
50.	Ms. Anupama Verma Asstt Professor	Geography	15600-39100(PB-3)	21.8.2006
51.	Ms. Anupama M. Hasisja Asstt Professor	Geograpy	15600-39100(PB-3)	24.08.2006
52.	Dr. Kavita yadav Asstt Professor	Commerce	15600-39100(PB-3)	16.7.2008
53.	Sh. Sunil Kumar Asstt Professor	Commerce	15600-39100(PB-3)	16.7.2008
54.	Sh. Prem Kumar Asstt Professor	Economics	15600-39100(PB-3)	16.7.2008
55.	Ms. Nidhi Lakhotra Asstt Professor	Pol. Science	15600-39100(PB-3)	16.7.2008
56.	Sh. Amit Soni Asstt Professor	Economics	15600-39100(PB-3)	16.7.2008
57.	Sh. Sunder Singh Asstt Professor	Commerce	15600-39100(PB-3)	16.7.2008

### **Non-Teaching Staff**

<i>S.No.</i>	<i>Name of the Employee</i>	<i>Designation</i>	<i>Date of Birth</i>	<i>Date of Appointment on regular basis</i>
1.	Sh. D.K. Khurana	Sr. Administrative Officer	15600-39100(PB-3)	05.09.1979
2.	Sh. A.K. Sudera	S.O. (Admn.)	9300-34800(PB-2)	07.11.1975
3.	Sh. Dinesh Dhawan	Sr.P.A. to Principal	9300-34800(PB-2)	24.06.1997
4.	Sh. V.S. Hooda	Senior Assistant.	9300-34800(PB-2)	15.09.1973
5.	Sh. Jai Prakash	Assistant (UDC)	5200-20200(PB-I)	23.10.1973
6.	Sh. Hom Bahadur Rana	Assistant (UDC)	5200-20200(PB-I)	1.11.1975

7.	Sh. J.C. Joshi	Assistant (UDC)	5200-20200(PB-I)	27.12.1985
8.	Shri Satpa Yadav	Jr. Assistant	5200-20200(PB-I)	27.03.1990
9.	Shri Satish Sharma	Care-taker	5200-20200(PB-I)	1.12.1995
10.	Shri Dharmender Kumar	Jr. Assistant	5200-20200(PB-I)	03.06.1997
11.	Shri P. Hari Nair	Electrician	5200-20200(PB-I)	31.08.1987
12.	Shri Govind Singh	Daftri	5200-20200(PB-I)	01.11.1979
13.	Shri Matadeen Maurya	Waterman	5200-20200(PB-I)	01.05.1981
14.	Shri Kishan Singh	Chowkidar	5200-20200(PB-I)	1.11.1973
15.	Shri Pritam Singh	Safai Karamchari	5200-20200(PB-I)	
16.	Smt. Rajeshwari	Office Attendant	5200-20200(PB-I)	
17.	Shri Dal Bahadur	Office Attendant	4440-7440	10.04.1990
18.	Shri Chander Singh	Office Attendant	4440-7440	
19.	Shri Ravinder Kr.Yadav	Office Attendant	4440-7440	13.06.2006
20.	Shri Hari Singh	Office Attendant	4440-7440	23.06.2008
21.	Shri Santosh Kr.Maurya	Office Attendant	4440-7440	23.06.2008
22.	Smt. Poonam Choudhary	Librarian	15600-39100(PB-3)	
23.	Shri Jagbir Singh Rana	Semi Prof.Asstt	5200-20200(PB-I)	26.11.1979
24.	Shri K.D.Verma	Library Attendant	5200-20200(PB-I)	23.10.1973
25.	Shri Prem Kumar	Library Attendant	5200-20200(PB-I)	18.11.1975
26.	Shri Vijay Narayan	Library Attendant	5200-20200(PB-I)	21.10.1976
27.				

**MANUAL 11**  
**Section 4(1)(b)(xi)**

**Budget allocated to each agency:**

- The College Budget and the financial estimates are as approved by the Governing Body and presented for approval before the University/ University Grants Commission.
  
- The budgetary outlay for the year 2007-08 was:

1. Recurring	Rs. 3,37,38,895.00
2. Non- recurring	Rs. 9,00,000.00

**MANUAL 12**  
**Section 4(1)(b)(xiii)**

**Manner of execution of subsidy programmes:**

Not applicable to the college.

**MANUAL 13**  
**Section 4(1)(b)(xiii)**

**Concessions granted by the College:**

**Scholarships, Prizes and Financial Assistance**

The college offers various scholarships, prizes, student aid fund etc. The purpose is to encourage the bright students and the students less privileged. Some of the scholarships offered are :

**I. Financial Assistance**

**1. Fee Concession:**

1. Students who are in need of financial assistance may apply on the prescribed form that is available at the accounts office. The completed form must reach the cashier by 14th august.
2. Until the fee concession is sanctioned all fees must be paid by the student. A refund of payments made at the beginning of the year may be subsequently claimed, if the concession is sanctioned.

**2. Student's Aid Fund:**

Students may also avail themselves of financial assistance offered by the student's aid fund. Applications for it must be made on the prescribed form and must reach the cashier by 30th August.

**Note:** Fee concession and assistance from the students aid fund are not tenable by students repeating a class, if their failure has been due to neglect of work or irregular attendance.

**II. Book Bank Scheme**

A book bank scheme is in operation for needy students. The application form in this respect is available from the Librarian.

**III. Scholarship, Prizes**

1. **L.D. Sharma Memorial Prize.** This prize is given to a student who secures the highest percentage of marks in the college in the annual examination.
2. **Satvir Singh Memorial Prize:** This prize is given to a student for overall best performance during the academic year.
3. **Rao Kartar Singh Merit Scholarship:** A scholarship of Rs.5000/- is awarded to deserving meritorious student every year.

## **Admissions**

**Concessions are available to in admissions etc. to SC/ST/OBC/PH students as per government of india directives.**

### **(b) Concessions availed by the college:**

The college avails concessions on excise and customs duties on the procurement of the equipments etc. for academic projects and laboratories.

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### **MANUAL 14** **Section 4(1)(b)(xiv)**

#### **Information available in electronic form:**

All the manuals as well as the Delhi University Calendars and relevant rules of Delhi University are available on the University website – [www.du.ac.in](http://www.du.ac.in)

All relevant rules of **Shaheed Bhagat Singh Evening College** are available on the College website:  
[www.sbsec.org](http://www.sbsec.org)

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### **MANUAL 15** **Section 4(1)(b)(xv)**

#### **Means, methods and facilities available to citizens for obtaining information:**

1. College Website – [www.sbsec.org](http://www.sbsec.org)
2. Students' Notice Board
3. Library Notice Board
4. College Information Bulletin

**MANUAL 16**  
**Section 4(1)(b)(xvi)**

**Particulars of Public Information Officers**

**Public Information Officer(PIO):**

**Dr. Satish Kumar**  
**Associate Professor**

Department of Political Science,  
Shaheed Bhagat Singh Evening College  
Sheikh Sarai Phase II New Delhi-110017.

**Tel:011-29253430,9811512533**

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**First Appellate Authority:**

**Dr. P.K. Khurana**  
**Principal**

Shaheed Bhagat Singh Evening College  
Sheikh Sarai Phase II New Delhi-110017.  
**Tel:011-29253430,29257826,9891307210**

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**MANUAL 17**  
**Section 4(1)(b)(xvii)**

**Other Useful information:**

**171 Frequently asked questions (FAQ) by the Public and their answers**

Q.1           What are the courses offered by the College?

Answer:       Following are the courses offered by the college:

- a)    B.Com. (Hons.)
- b)    B.Com.
- c)    B.A. (Programme)
- e)    B.A. (Hons.) Geography
- f)    B.A. (Hons.) Political Science

Q.2    How to get admission to the college?

Answer:       Through common centralized admission form of Delhi University and the college admission form. The admission seekers are advised to procure the college information bulletin which is always available before and during the time of admissions. This information bulletin provides complete information regarding admission and the courses offered by it, besides general information regarding the college and the facilities provided for the overall growth and development of the students.

Q.3    What is the gender ratio of the students in the college?

Answer:       Despite being an evening college, the gender ratio of its students is fairly balanced with - 1 girls to 1.2 boys.

Q.4 How safe is your college for girl students?

Answer: The College not only encourages a healthy relationship between boys and girls in the college, but also uses all its resources to create an environment of mutual respect and consideration for one another among the student community in general. Till date, not a single case of sexual mishap or harassment in the college has been reported from amongst the students. The College has a legally constituted sexual harassment committee which is responsible for maintaining and overseeing any kind of sexual harassment to female students and staff.

Besides, though the name of the College may be evening College, but the classes are held from 1.20 pm onwards.

Q.5 Is not an evening college at a disadvantage as compared to a morning college?

Answer: An evening college has no reason to be not as good as a morning college. In fact, a student of an evening college has an added advantage of being entirely free to focus on his/her studies during the morning period till lunch time when he/she is not likely to be disturbed by any other fellow students who are supposed to be attending classes in the morning colleges. Moreover, a student of an evening college will not be able to while away his evening time even if tempted by other students who are free in their evenings for fear of missing his/her classes. Such a scenario should inevitably lead to better academic performance.

#### **17.2 Related to seeking information:**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request. The schedule of fees can be obtained from the Public Information Officer of the Shaheed Bhagat Singh Evening College. For the time being the rates are as follows:-

(i) Rs. 2/- per page of A-4 or A-5 size.

(ii) Actual cost for sizes bigger than A-4 or A-5.

(iii) In case of printed material, the printed copies could be had from the University sales counter/authorized sales agents on payment.

- (iv) In case of photo copies, the rate would be Rs. 2/- per page.
- (v) If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.
- (vi) Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.

A major portion of the information will be available from the University Calendars Volumes I & II, and other rules as applicable to the University from time to time and printed syllabi for various courses. Some of these are available on the website of the College [www.sbsec.org](http://www.sbsec.org)

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17.3 to 17.8            Not applicable to the college