

INFORMATION HANDBOOK

under

THE RIGHT TO INFORMATION ACT, 2005



VIVEKANANDA COLLEGE

VIVEK VIHAR : DELHI - 110095

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◆◆ Manual 1 ◆◆

◆◆ Particulars of organisation, functions and duties ◆◆

[Section 4(1)(b)(i)]

Aims and Objectives of the organization:

Vivekananda College provides a dynamic and empowering educational environment for young women seeking an undergraduate degree in various courses approved by Delhi University.

“Arise, Awake and Stop not till the Goal is reached” - this statement of Swami Vivekananda highlights not only the very purpose of education but also the philosophy of the college

Mission/ Vision:

The college has come to be known for its emphasis on ideals and values of Swami Vivekananda, which are inculcated in its pupils. *“We want that education by which character is formed, strength of mind increased, the intellect is expanded, and by which one can stand on one’s own feet. With such an education, women will solve their own problems”*. – Swami Vivekananda

We at Vivekananda aim to impart education by which character is developed and the mind achieves a broader perspective to enable our students to look upto wider horizons and become honest and responsible citizens of the country

Brief History and background for its establishment:

The college was setup in 1970 in Gandhi Nagar by the Delhi Administration (now the govt. of NCT of Delhi) out of grants from UGC and Delhi Administration with a specific objective of providing opportunities for higher education to women in the Trans-Yamuna area. The foundation stone of the College building was laid on 26th Oct. 1976 by Prof. S. Nurul Hassan and the building was dedicated by Swami Ranganathananda of the Ramakrishna Mission in 1979. The college started in a school building with approximately 300 students admitted to B.A. (Pass). Since

then the college has witnessed a meteoric rise in the number of students seeking admission in the different courses offered by it. It is one of the most sought after college in the Trans-Yamuna area for women education. It has grown to its present stature under the able guidance of the founder principal, Dr. Raj Wadhwa and the first chairperson of the Governing Body, Dr. R.N. Kataria. Subsequent chairpersons and members of the Governing Body and Principals added their valuable contributions to the growth and development of the college over the years.

The dedication, commitment and loyalty of the teaching and non-teaching staff, along with the enthusiasm and achievements of the students over the years, have contributed largely to bring the college to its present position. Today, the college offers many discipline and honours courses at the undergraduate level, two post graduate courses – Hindi and Sanskrit and two add-on courses. At present the number of students is around 2265.

Organization and Administrative Machinery:

1. A Governing Body, constituted by the Executive Council, Delhi University to administer the affairs of the college, as follows:
 - A person appointed by the Vice-Chancellor as (Chairman)
 - Treasurer of the University (ex-officio)
 - The Principal of the college (ex-officio) Member-Secretary
 - Not less than five and not more than eight members appointed by the Executive Council.

- Two members of the teaching staff by the rotation according to seniority for a term of one year. One of the teachers' representatives shall be from among those with more than ten years of service; and one from among those with less than ten years of service. If however, eligible candidates are not available in one of those categories, both the representatives may be taken from the other.
2. Principal. The Governing Body appoints a full time principal on the recommendations of the Selection Committee appointed for the purpose, with the approval of the Executive Council.
 3. Bursar appointed by College Governing Body.
 4. Teaching staff and librarian, appointed by a duly constituted Selection Commission.
 5. Non-teaching staff appointed by a duly constituted Selection Committee.
 6. Each department has a teacher in charge, appointed by seniority, for a term of two years.
 7. The college has a staff council that operates in accordance with ordinance XX 6-A.

Arrangements and method made for seeking public participation / contribution: Public involvement in the administration 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.

Mechanism available for monitoring the service delivery and public grievance resolution

Monitoring of the affairs of the college is through its Governing Body, Academic Council & Executive Council of the University of Delhi. Management of the various activities of the college is supervised by the Principal through various staff council committees.

Courses Offered by College:

8. Courses Offered by College:

S.No.	Name of Course	Level UG PG Dipl	Type FT PT	Nature Regular Self Fin.	Selection Past merit National Test State Test University Test College Test	Annual Fees [in Rs.] Approx.
1	Applied Psychology (H)	UG	Full Time	Regular	Merit Basis	13400/-
2.	B.A.(P)	UG	Full Time	Regular	Merit Basis	With FT and Music 13400/- Others 12900/-
3	B.Com (P)	UG	Full Time	Regular	Merit Basis	12900/
4	B.Com (H)	UG	Full Time	Regular	Merit Basis	12900/
5.	English (H)	UG	Full Time	Regular	Merit Basis	12900/
6	Hindi (H)	UG	Full Time	Regular	Merit Basis	12900/
7	History (H)	UG	Full Time	Regular	Merit Basis	12900/
8	Maths (H)	UG	Full Time	Regular	Merit Basis	12900/
9	Political Science (H)	UG	Full Time	Regular	Merit Basis	12900/
10	Sanskrit (H)	UG	Full Time	Regular	Merit Basis	12900/

Address of the College: Vivekananda College, VivekVihar, Delhi – 110095

Phone No. : 011- 22150100, Telefax : 22164626

Email. : vivac2008@gmail.com

Working Hours of the College:

- Office: 9 a.m. to 5.30 p.m. (Monday to Friday)
- Teaching is 06 days a week. (Monday to Saturday in accordance to the time-table)

◆◆ Manual 2 ◆◆

◆◆ Powers and duties of the officers and employees ◆◆

[Section 4(1)(b)(ii)]

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 also available on the website of University of Delhi : www.du.ac.in)

Designation Powers and Duties

1. **Chairman:** The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the member present shall elect one of their member 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 opinions of the Principal of the College, take such action subject to these “Rules” as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.
2. **Treasurer:** 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.
 - The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the college and shall be responsible for the presentation of the Annual Estimates and the Annual Statement of Accounts.
 - The Chairman and the Treasurer acting jointly shall be authorized to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.
 - The Treasurer shall be custodian of the funds and securities of the College. Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the college and to realize interest, dividend, bonus and profit due thereon.
 - All suits and proceedings by or against the college affecting property, investment and other financial matter, shall be filed and defended in the name of the Treasurer.
 - The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.
3. **Principal** The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.
 - 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.
 - The Principal shall not accept the membership of the Governing Body of any other college of the University of Delhi.

- The Principal shall be responsible for the organization of teaching and co-curricular activities of the college.
- 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.
- The Principal shall sanction all types of leave expecting studyleave, 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.
- 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.
- 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.
- 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).
- 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, to the Governing Body for information according to the Budget heads.

4. **Bursar** : The Governing Body on the recommendation of the Principal shall appoint 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.

5. **Academic Staff** :

- Associate Professor } Day to day teaching work
- Assistant Professor }

6. **Administrative Staff**: Handling day to day work Administration Department

7. **Accounts Staff**: Handling day to day work of Accounts Department

8. **Library Staff**: Handling day to day work of Library

◆◆ Manual 3 ◆◆

◆◆ Rules, regulations, instructions, Manual and Records for Discharging Functions ◆◆

[Section – 3 (1)(b)(iii)]

- Rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions prescribed by Government of India, U.G.C. and Delhi University.

◆◆ Manual 4 ◆◆

◆◆ Norms set by the college for the discharge of 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.

◆◆ Manual 5◆◆

◆◆ Rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions ◆◆

[Section – 4 (1)(b)(iv)]

Name/ Title of the Document:University Calendar (Volume I & II)

Brief Write up of the Document:The document contains Act of the University, Statutes of the University, Ordinances of the University with respect to admission to the University, Courses of Study, University Examinations etc.

Type of the Document:Act / Statutes / Ordinances / Regulations

From where one can get a copy of rules, regulations, instructions, manual and records

Complete copy of the document can be obtained from the University of Delhi

Address: Publication Division,

University of Delhi,

Delhi-110 007

Telephone No: 2766 7801

Fax: 2766 7801

Rules, regulations and instructions used:

- 1- Statutes of the University of Delhi as contemplated in the Delhi University Act, 1922.
- 2- Ordinance of the University as contemplated under the Delhi University Act, 1922
- 3- Regulations / instructions for admission and examination regarding all the courses (under-graduate / post-graduate / research) of studies.
- 4- University Non-teaching Employees (Terms and Conditions of Service) Rules, 1971.
- 5- Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body.
- 6- Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and nonteaching staff.

◆◆ Manual 6 ◆◆

◆◆ Official documents and their availability ◆◆

[Section – 4 (1)(b)(vi)]

- 1. Annual report of the college as published every year.
- 2- University Calendar - Vol. I dealing with Statutory provisions can be accessed at Delhi University website- www.du.ac.in
- 3- University Calendar – Vol. II dealing with various courses can be accessed at the website of University of Delhi: www.du.ac.in

NB. Matter pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceeding of the selection Committees and minutes of the Governing Body and Staff Council are confidential and not available in public domain.

◆◆ Manual 7 ◆◆

◆◆ Mode of public participation ◆◆

[Section – 4 (1)(b)(vii)]

- The College Governing Body which directly supervises the affairs of the college has fifteen members who are eminent personalities of the society and representatives of the public. Besides the college holds public interaction programmes and open sessions at the time of admissions.

◆◆ Manual 8 ◆◆

◆◆The various committees of the staff council◆◆

[Section 4(1)(b)(viii)]

Staff Council Committees (2016 – 2018)

- NAAC COMMITTEE
- IQAC
- PLANNING & PROPOSAL AND ACADEMIC & RESEARCH DEVELOPMENT COMMITTEE
- ETHICAL CLEARANCE COMMITTEE (for research)
- ADMISSION COMMITTEE
- EXAMINATION COMMITTEE
- INTERNAL ASSESSMENT MONITORING & MODERATION COMMITTEE (for Exams.)
- WORKLOAD AND TIME-TABLE COMMITTEE
- ENABLING COMMITTEE
- COLLEGE COMPLAINTS COMMITTEE (AGAINST SEXUAL HARASSMENT UNDER ORDINANCE XV(d))
- DISCIPLINE AND GRIEVANCE REDRESSAL COMMITTEE
- STOCK VERIFICATION AND PURCHASE COMMITTEE
- CANTEEN AND REFRESHMENT COMMITTEE
- GARDEN AND ENVIRONMENT COMMITTEE
- PLACEMENT COMMITTEE
- STUDENTS' UNION ADVISORY COMMITTEE
- CULTURAL COMMITTEE
- COLLEGE OUTREACH COMMITTEE
- ALUMNI COMMITTEE
- LAKSHYANK COMMITTEE
- WDC
- MEDICAL COMMITTEE
- VIVEKANANDA AND GANDHI STUDY CIRCLE
- AMBEDKAR STUDIES
- NSS
- FEE CONCESSION, STUDENTS' AID, SCHOLARSHIP & PRIZE COMMITTEE
- CAREER ORIENTATION PROGRESS COMMITTEE
- SPORTS COMMITTEE

[Section – 4 (1)(b)(ix)]

LIST OF ACADEMIC STAFF

Dr. Hina Nandrajog : Officiating Principal

APPLIED PSYCHOLOGY DEPARTMENT		
1.	Dr. Anita Kant	Associate Professor
2.	Dr. Vanita Sondhi	Associate Professor
3.	Dr. Arpana Beniwal	Associate Professor
4.	Dr. Salma Seth	Associate Professor
5.	Dr. Shivantika Sharad	Assistant Professor
6.	Dr. Sunil Kr. Verma	Assistant Professor
7.	Dr. Saifur Rehman Farooqi	Assistant Professor (Adhoc)
8.	Mr. Chandra Prakash Kapoor	Assistant Professor (Adhoc)
9.	Dr. Deepa Sharma	Assistant Professor (Adhoc)
COMMERCE DEPARTMENT		
10.	Mrs. Chander Kanta Chopra	Associate Professor
11.	Dr. Pushpa Maheshwari	Associate Professor
12.	Dr. Usha Grover	Associate Professor
13.	Mrs. C.K. Bansal	Associate Professor
14.	Dr. Veena Jain	Associate Professor
15.	Mrs. Meenakshi Agrawal	Associate Professor
16.	Mrs. Poonam Gupta	Associate Professor
17.	Mrs. Radhika Srinivasan	Associate Professor
18.	Mrs. Sushma Aggarwal	Associate Professor
19.	Dr. Pavan Gupta	Associate Professor
20.	Ms. Rachna Megh	Assistant Professor
21.	Dr. Ranjeeta Phukan	Assistant Professor
22.	Dr. Shubhashir Bose	Assistant Professor
23.	Ms. Laxmi	Assistant Professor (Adhoc)
24.	Ms. Surbhi Gupta	Assistant Professor (Adhoc)
25.	Ms. Shilpa	Assistant Professor (Adhoc)
26.	Dr. Shafaq Zareen	Assistant Professor (Adhoc)
27.	Mr. Wangchok Dorjay	Assistant Professor (Adhoc)
28.	Ms. Charu Singh	Assistant Professor (Adhoc)
29.	Mr. Devender Kumar	Assistant Professor (Adhoc)
30.	Mr. Kishor Kr. Shah	Assistant Professor (Adhoc)
31.	Ms. Babita Saini	Assistant Professor (Adhoc)
32.	Ms. Nazia Hassan	Assistant Professor (Adhoc)
COMPUTER SCIENCE DEPARTMENT		
33.	Mrs. Isha Mangal	Assistant Professor (Adhoc)
34.	Ms. Devika	Assistant Professor (Adhoc)
35.	Dr. Avaneesh Anand Singh	Assistant Professor (Adhoc)
36.	Mr. Neeraj Kohli	Assistant Professor (Adhoc)
ECONOMICS DEPARTMENT		
37.	Mr. Gagan Pahwa	Assistant Professor (Adhoc)
38.	Mr. Lalit	Assistant Professor (Adhoc)
39.	Mr. Amit Kumar	Assistant Professor (Adhoc)
40.	Mrs. Neha Gupta	Assistant Professor (Adhoc)

ENGLISH DEPARTMENT		
41.	Mrs. Ranjana Mitra	Associate Professor
42.	Ms. Saraswati Subbu	Associate Professor
43.	Dr. Jyotika Elhance	Associate Professor
44.	Dr. Hina Nandrajog	Associate Professor
45.	Dr. Nalini G. Kapoor	Associate Professor
46.	Ms. Sophia Pde	Assistant Professor
47.	Mr. Abhishek Bhaskar	Assistant Professor (Adhoc)
48.	Mr. Deeptangshu Das	Assistant Professor (Adhoc)
49.	Ms. Anchala Paliwal	Assistant Professor (Adhoc)
50.	Mr. Rengleen Kongsong	Assistant Professor (Adhoc)
51.	Mr. Amit Kumar	Assistant Professor (Adhoc)
52.	Ms. Chaandreyi Mukherjee	Assistant Professor (Adhoc)
53.	Ms. Yamini Malhotra	Assistant Professor (Adhoc)
54.	Mr. Arunabha Bose	Assistant Professor (Adhoc)
55.	Dr. Rakhi Verma	Assistant Professor (Adhoc)
56.	Mr. Ashwin Rajeev	Assistant Professor (Adhoc)
57.	Ms. Naveeta Negi	Assistant Professor (Adhoc)
58.	Mr. Yumanam Rocky	Assistant Professor (Adhoc)
ENVIRONMENT STUDIES DEPARTMENT		
59.	Dr. Seema Sharma	Assistant Professor (Adhoc)
FOOD TECHNOLOGY DEPARTMENT		
60.	Mrs. Purnima Vir	Associate Professor
61.	Dr. Sukhneet Suri	Associate Professor
62.	Ms. Meenaxi Lohia	Assistant Professor (Adhoc)
FRENCH DEPARTMENT		
63.	Ms. Kanika Kumar	Assistant Professor (Adhoc)
HINDI DEPARTMENT		
64.	Dr. Renu Sahni	Associate Professor
65.	Dr. Saroj Kumar	Assistant Professor
66.	Mr. Mukesh Kr. Burnwal	Assistant Professor
67.	Dr. Yojna Kalia	Assistant Professor
68.	Dr. Amit Kumar	Assistant Professor (Adhoc)
69.	Dr. Sheetal	Assistant Professor (Adhoc)
70.	Dr. Meena Pandey	Assistant Professor (Adhoc)
71.	Dr. Anu Kumari	Assistant Professor (Adhoc)
72.	Dr. Omvir Singh	Assistant Professor (Adhoc)
73.	Dr. Pratibha Kumari Gemini	Assistant Professor (Adhoc)
74.	Dr. Babita Kumari	Assistant Professor (Adhoc)
75.	Dr. Gyan Prakash	Assistant Professor (Adhoc)
76.	Mr. Kapil Deo	Assistant Professor (Adhoc)
77.	Mr. Uday Singh Meena	Assistant Professor (Adhoc)
HISTORY DEPARTMENT		
78.	Ms. Rupalee Verma	Associate Professor
79.	Dr. Yuthika Mishra	Associate Professor
80.	Dr. Swati Ranjan Choudhary	Assistant Professor
81.	Ms. Gopika Bhandari	Assistant Professor
82.	Dr. Sandhay Sharma	Assistant Professor
83.	Dr. Shahnaz Begum	Assistant Professor (Adhoc)
84.	Dr. Raman Kr. Singh	Assistant Professor (Adhoc)
85.	Mr. Tulsi Chouhan	Assistant Professor (Adhoc)
86.	Ms. Preeti	Assistant Professor (Adhoc)
MATHS DEPARTMENT		
87.	Mrs. Vinay Trehan	Associate Professor
88.	Mrs. Shobha Rani	Associate Professor
89.	Mrs. Anju Nagpal	Associate Professor
90.	Mrs. Anita Bakshi	Associate Professor

91.	Ms. Seema Taneja	Associate Professor
92.	Dr. Sandhya Sharma	Assistant Professor
93.	Ms. Shivani Dubey	Assistant Professor (Adhoc)
94.	Ms. Preeti Chhachhia	Assistant Professor (Adhoc)
95.	Dr. Anil Kumar	Assistant Professor (Adhoc)
96.	Ms. Savita Rani	Assistant Professor (Adhoc)
MUSIC DEPARTMENT		
97.	Dr. Neeta Mathur	Associate Professor
98.	Dr. Deepa Varshney	Assistant Professor
99.	Mr. Rahul Prakash	Assistant Professor (Adhoc)
OMSP DEPARTMENT		
100.	NIL	
PHYSICAL EDUCATION DEPARTMENT		
101.	Dr. Meera Sood	Associate Professor
102.	Dr. Rekha Sharma	Assistant Professor (Adhoc)
POLITICAL SCIENCE DEPARTMENT		
103.	Dr. Kiran Paul	Assistant Professor (Adhoc)
104.	Ms. Sunita	Assistant Professor (Adhoc)
105.	Ms. Shalini Prasad	Assistant Professor (Adhoc)
106.	Ms. Muskan	Assistant Professor (Adhoc)
107.	Dr. Anjana Kumari	Assistant Professor (Adhoc)
108.	Ms. Priya Sharma	Assistant Professor (Adhoc)
109.	Mr. Digvijay Singh	Assistant Professor (Adhoc)
SANSKRIT DEPARTMENT		
110.	Dr. Shanno Grover	Associate Professor
111.	Dr. Dhanpati Devi Kashyap	Assistant Professor
112.	Dr. Ratish Chandra Jha	Assistant Professor (Adhoc)
113.	Dr. Veda Nidhi	Assistant Professor (Adhoc)
114.	Dr. Kamini Taneja	Assistant Professor (Adhoc)
115.	Dr. Abhay Kumar Shahdilya	Assistant Professor (Adhoc)
116.	Dr. Dilip Kumar Jaiswal	Assistant Professor (Adhoc)

LIST OF NON ACADEMIC STAFF

S.NO.	Name of Employee	Designation
ADMINISTRATION DEPARTMENT		
1.	Mr. Kapil Tomar	Administrative Officer , Admn. Deptt. (on Contract)
2.	Mrs. Ruchika Arora	Sr. P.A. to Principal & Offg. A.O. (A/cs)
3.	Mrs. Nisha Amar	Section Officer
4.	Mr. O.N. Sharma	Sr. Assistant
5.	Mrs. Archana	Assistant
6.	Mrs. Priyanka	Assistant (on Contract)
7.	Mrs. Nisha Devi	Junior Assistant
8.	Ms. Pallavi Sharma	Junior Assistant (on Contract)
9.	Mr. Sharvan Kumar	Daftri (Offg. Junior Assistant)
10.	Mr. Naresh Kumar	Daftri
11.	Mr. Ashok Kr. Panchal	Office Attendant
12.	Mr. Bhupinder Kumar	Office Attendant
13.	Mr. R.S.Negi	Office Attendant
14.	Mrs. Usha Rani	Office Attendant
15.	Mr. Rajesh Kr. Sharma	Office Attendant
16.	Mr. Bahadur Singh Bora	Office Attendant
17.	Mr. Rama Kant	Office Attendant
18.	Mr. Manoj Kr. Manjhi	Chowkidar
19.	Mr. Aberan Singh	Chowkidar
20.	Mr. Rajpal	Safai Karamchari
21.	Mr. Akash Mehra	Safai Karamchari
22.	Mr. Goverdhan	Safai Karamchari (on Contract)
23.	Mr. Adarsh	Safai Karamchari (on Contract)
24.	Mr. Ram Charit	Mali
25.	Mr. Praduman	Mali
26.	Mr. Mangal Dass	Mali
27.	Mr. Dharam Pal Yadav	Mali (on Contract)
28.	Mr.	Mali (on Contract)
ACCOUNTS DEPARTMENT		
29.	Mrs. Anuradha Arora	Sr. Assistant (Offg. S.O.)
30.	Mrs. Vijay Bala	Assistant (Offg. Sr. Asstt)
31.	Mr. Javed Siddiqui	Junior Assistant
32.	Mrs. Shweta Tiwari	Junior Assistant (on Contract)
33.	Mrs. Kranti Kardam	Junior Assistant (on Contract)
34.	Mr. Brij Kishor	Office Attendant
35.	Mrs. Usha Rani	Office Attendant
LABORATORY STAFF		
36.	Mr. Abhishek Sharma	Sr. Technical Assistant (on Contract) Computer Deptt.
37.	Dr. Sanjeev Kaushik	Lab Assistant (App. Psy. Deptt.)
38.	Mr. Suresh Kumar	Lab Assistant (Food Tech. Deptt.)
39.	Mr. Deepak Thakur	Lab Attendant (App. Psy. Deptt)
40.	Mr. Praveen Katariya	Lab Attendant (Food Tech. Deptt.)
41.	Mr. Uday Veer	Lab Attendant (on Contract) Computer Deptt.
42.	Mr. Sumit Kumar	Lab Attendant (on Contract) Computer Deptt.
LIBRARY STAFF		
43.	Mrs. Rajni Jindal	Librarian
44.	Mrs. Veena Sharma	Professional Assistant
45.	Mr. Barun Jyoti	Professional Assistant (on Contract)
46.	Mrs. Rajni Sabharwal	Semi Prof. Assistant
47.	Mrs. Hema	Semi Prof. Assistant (on Contract)
48.	Mr. Dheeraj Singh	Library Information
49.	Mr. Chander Bhushan Dubey	Library Attendant (Offg. Library Asstt)
50.	Mr. Yogender Kumar	Library Attendant
51.	Mr. Chander Pal Singh	Library Attendant
52.	Mr. Sudhir Gidh	Library Attendant
53.	Mrs. Rekha	Library Attendant (on Contract)
MUSIC DEPTT.		
54.	Mr. Mujeeb Hilal	Tabla Accompanist
MEDICAL		
55.	Ms. Anuradha	Nurse (on Contract)

◆◆ Manual 10 ◆◆

◆◆ *Monthly remuneration received by each employee* ◆◆

[Section – 4 (1)(b)(x)]

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

S.No.	Posts	Pay Scale
1	Principal	37400-67000 + AGP 10000
2	Associate Professor	37400-67000 + AGP 9000
3	Assistant Professor (Selection Grade) / Reader	15600-39100 + AGP 8000
4	Assistant Professor in Sr. Scale	15600- 39100 + AGP 7000
5	Assistant Professor & Librarian	15600-39100 + AGP 6000
6	Administrative Officer	15600-39100 +GP 5400
7	Section Officer, Sr. P.A.	9300-34800 + GP 4600
8	Professional Asstt. (Library)	9300-34800 + GP 4200
9	Sr. Asst/ Scientific Asstt	9300-34800 + GP 4200
10	Semi-Prof. Asstt.	5200-20200 + GP 2800
11	Office Assistant/Lab Assistant	5200-20200 + GP 2400
12	Jr. Asstt./G.O., & Caretaker	5200-20200 + GP 1900
13	Lab. Attendant, Library Attendant, Daftri, Office Attendant	5200-20200 + GP 1800

◆◆ Manual 11 ◆◆

◆◆ The Budget Allocation of the College ◆◆

[Section – 4 (1)(b)(xi)]

1. The budget and the financial estimates are as approved by the Governing Body and presented before the University/UGC and Delhi Govt. for approval/sanction.
2. The College received 95% grant from University Grants Commission.
3. The College received the 5% grant from Delhi Government

◆◆ Manual 12◆◆

◆◆ *Manner of execution of subsidy programmes* ◆◆

[Section – 4 (1)(b)(xii)]

- Not applicable to the College

◆◆ Manual 13◆◆

◆◆ PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED ◆◆

[Section 4(1)(b)(xiii)]

- As per university of Delhi and Delhi Government provision.

◆◆Manual 14◆◆

◆◆Information available in electronic form◆◆

[Section – 4 (1)(b)(xiv)]

Information available in electronic form

All the manuals hereunder and the other information about the college is available on the college website
<http://www.vivekanandacollege.edu.in>

◆◆ Manual 15 ◆◆

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

[Section 4(1)(b)(xv)]

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.

◆◆ Manual 16 ◆◆

◆◆ List of Information Officers ◆◆

[Section 4(1)(b)(xvi)]

ASSISTANT PUBLIC INFORMATION OFFICER

S.No.	Designation of Officer	Postal Address	Tel.No.	email	Demarcation of Area / Activities if more than 1 PIO is there
1	Dr. Sanjeev Kaushik	Vivekananda College, VivekVihar, Delhi - 110095	22150100	vivac2008@gmail.com	N.A.

PUBLIC INFORMATION OFFICER

S.No.	Designation of Officer	Postal Address	Tel.No.	email	Demarcation of Area / Activities if more than 1 PIO is there
1	Dr. Vanita Sondhi Associate Professor	Vivekananda College, VivekVihar, Delhi - 110095	22150100	vivac2008@gmail.com	N.A.

FIRST APPELLATE AUTHORITY

S.No.	Designation of Officer	Postal Address	Tel.No.	email	Demarcation of Area / Activities if more than 1 PIO is there
1.	Dr. HinaNandrajog Offg. Principal	Vivekananda College, VivekVihar, Delhi – 110095	22150100	vivac2008@gmail.com	N.A.

[Section – 4 (1) (b)(xvii)]

- **Introduction:** Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to Public Information Officer/Assistant Public Information Officer, Vivekananda College, VivekVihar, Delhi 95 on a plain paper giving particulars of information being sought and his/her correct address for communication.
- **Application Fee:** The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by an application fee of Rs. 10/- (Rupees Ten Only) by way of cash against proper receipt or by demand draft or bankers' cheque or Indian Postal Order drawn in favour of Principal, Vivekananda College
- **Additional Fee:** In case the information is provided under sub-sections (1) and (5) of section 7, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.
 - (i) For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers' cheque or Indian Postal Order drawn in favour of Principal, Vivekananda College at the following rates :- (a) Rs. 2/- (Rupees Two Only) for each page (in A4 or A3 size paper) created or copied; (b) Actual charges or cost price of a copy in larger size paper; (c) Actual cost or price for samples or models; and (d) For inspection of records, no fee for the first hour; and a fee of Rs. 5/- (Rupees Five Only) for each subsequent hour (or fraction thereof).
 - (ii) For providing the information under sub -section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers' cheque or Indian Postal Order drawn in favour of Principal, Vivekananda College at the following rates :-
 - (a) For information provided in diskette or floppy Rs. 50/- (Rupees Fifty Only) per diskette or floppy; and
 - (b) For information provided in printed form at the price fixed for such publication or Rs. 2/- (Rupees Two Only) per page of photocopy for extracts from the publications. No fees shall be charged under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 from the persons who are below poverty line as may be determined by the appropriate Government, provided necessary documents in support are produced.
- **Appeal**

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to First Appellate Authority, Vivekananda College, VivekVihar, Delhi 95.