

# **INFORMATION HANDBOOK**

**under**

**THE RIGHT TO INFORMATION ACT, 2005**



**VIVEKANANDA COLLEGE**

**VIVEK VIHAR : DELHI - 110095**

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## Overview of RTI

### Preamble

The Right to Information Act 2005, intends to set out the principles of Right to Information of citizens to enable them to access the information under the control of the public authority 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 –

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any
  - o body owned, controlled or substantially financed;
  - o non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

Following the provisions contained in section 2(j) of the Act, "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to

1. inspection of work, documents, records;
2. taking notes, extracts or certified copies of documents or records;
3. taking certified samples of material;
4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

Vivekananda College RTI Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information. This RTI Information Handbook deals with units of information as delineated under section 4(1)

### Procedure for getting information

Any person who wishes to seek information under the Right to Information Act, 2005 can file an application in Form-A, to the Public Information Officer, Vivekananda College, Vivek Vihar, Delhi-110095.

A nominal application fee of Rs.10/- per application will be charged by way of cash or a Postal Order in favour of 'Principal, Vivekananda College' for supply of information. A sum of Rs.2/- per page will be charged for supply of photo copy of document(s).

No fee shall be charged from the persons who are below poverty line on submission of photo copy of the self-attested BPL card issued by the competent authority.

The Office will endeavour to provide the information in the shortest possible time subject to a maximum of 30 days.

## ◆◆ 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.

**8. Courses Offered by College:**

S.No.	Name of Course	Level UG PG	Type FT PT	Nature Regular Self Fin.	Selection Past merit National Test State Test University Test College Test	Annual Fees [in Rs.] Approx.
1.	B.A.(P)	UG	Full Time	Regular	CUET Basis	15000/-
2.	B.Com	UG	Full Time	Regular	CUET Basis	15000/-
3.	B.Com (H)	UG	Full Time	Regular	CUET Basis	15000/-
4.	B.A.(H) App. Psy.	UG	Full Time	Regular	CUET Basis	15000/-
5.	B.A.(H) English	UG	Full Time	Regular	CUET Basis	15000/-
6.	B.A.(H) Hindi	UG	Full Time	Regular	CUET Basis	15000/-
7.	B.A.(H) History	UG	Full Time	Regular	CUET Basis	15000/-
8.	B.A.(H) Pol. Science	UG	Full Time	Regular	CUET Basis	15000/-
9.	B.A.(H) Sanskrit	UG	Full Time	Regular	CUET Basis	15000/-
10.	B.Sc. (H) Home Science	UG	Full Time	Regular	CUET Basis	15000/-
11.	B.Sc. (H) Mathematics	UG	Full Time	Regular	CUET Basis	15000/-
1.	M.A. (Hindi)	PG	Full Time	Regular	Merit/DUET Basis	15000/-
2.	M.A. (Sanskrit)	PG	Full Time	Regular	Merit/DUET Basis	15000/-

**Address of the College:** Vivekananda College, Vivek Vihar, Delhi – 110095

Phone No. : 011- 22150100, Telefax : 22164626

Email. : [vivac2008@gmail.com](mailto: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)

[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](http://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 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.
- 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](http://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](http://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 sixteen 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)]

**Committees**

List of all college committees can be found on college website. Some important committees are as follows:

- Governing Body as per University Calendar Ordinance XX.
- Staff Council as per University Calendar Ordinance XX.
- Staff Council Committees.
- Departmental Committees
- Internal Complaint Committee (ICC)
- Grievance Redressal Committee
- Anti-Ragging Committee
- Equal Opportunity Cell (EOC; SC/ST/OBC Cell)
- Ambedkar and social justice
- WDC

[Section – 4 (1)(b)(ix)]

## **LIST OF ACADEMIC STAFF**

**Dr. Hina Nandrajog : Officiating Principal**

<b>APPLIED PSYCHOLOGY DEPARTMENT</b>		
1.	Dr. Vanita Sondhi	Associate Professor
2.	Dr. Arpana Beniwal	Associate Professor
3.	Dr. Shivantika Sharad	Assistant Professor
4.	Dr. Salma Seth	Associate Professor
5.	Dr. Sunil Kr. Verma	Associate Professor
6.	Mr. Chandra Prakash Kapoor	Assistant Professor (Adhoc)
<b>COMMERCE DEPARTMENT</b>		
7.	Mrs. C.K. Bansal	Associate Professor
8.	Dr. Veena Jain	Associate Professor
9.	Mrs. Meenakshi Agrawal	Associate Professor
10.	Mrs. Poonam Gupta	Associate Professor
11.	Mrs. Radhika Srinivasan	Associate Professor
12.	Mrs. Sushma Aggarwal	Associate Professor
13.	Dr. Pavan Gupta	Associate Professor
14.	Ms. Rachna Megh	Assistant Professor
15.	Dr. Ranjeeta Phukan	Assistant Professor
16.	Dr. Shubhashri Bose	Associate Professor
17.	Ms. Laxmi	Assistant Professor (Adhoc)
18.	Ms. Shilpa	Assistant Professor (Adhoc)
19.	Dr. Shafaq Zareen	Assistant Professor (Adhoc)
20.	Mr. Devender Kumar	Assistant Professor (Adhoc)
21.	Ms. Shikha Garg	Assistant Professor (Adhoc)
<b>COMPUTER SCIENCE DEPARTMENT</b>		
22.	Mrs. Isha Gupta	Assistant Professor (Adhoc)
23.	Dr. Avaneesh Anand Singh	Assistant Professor (Adhoc)
24.	Dr. Renu Garg	Assistant Professor (Adhoc)
<b>ECONOMICS DEPARTMENT</b>		
25.	Mr. Gagan Pahwa	Assistant Professor (Adhoc)
26.	Mr. Amit Kumar	Assistant Professor (Adhoc)
27.	Ms. Vishakha Goyal	Assistant Professor (Adhoc)
28.	Ms. Vandana Rathore	Assistant Professor (Adhoc)
<b>ENGLISH DEPARTMENT</b>		
29.	Dr. Jyotika Elhance	Associate Professor
30.	Dr. Hina Nandrajog	Associate Professor
31.	Dr. Nalini G. Kapoor	Associate Professor
32.	Dr. Sophia Pde	Assistant Professor
33.	Ms. Anchala Paliwal	Assistant Professor (Adhoc)
34.	Mr. Amit Kumar	Assistant Professor (Adhoc)
35.	Ms. Chaandreyi Mukherjee	Assistant Professor (Adhoc)
36.	Mr. Arunabha Bose	Assistant Professor (Adhoc)
37.	Dr. Vivek Kumar Gupta.	Assistant Professor (Adhoc)
38.	Mr. Yumanam Rocky	Assistant Professor (Adhoc)

<b>ENVIRONMENT STUDIES DEPARTMENT</b>		
39.	Dr. Seema Sharma	Assistant Professor (Adhoc)
40.	Dr. Subhash Chandra	Assistant Professor (Adhoc)
<b>FOOD TECHNOLOGY DEPARTMENT</b>		
41.	Dr. Sukhneet Suri	Associate Professor
42.	Dr. Arushi Jain	Assistant Professor (Adhoc)
<b>FRENCH DEPARTMENT</b>		
43.	Ms. Kanika Kumar	Assistant Professor (Adhoc)
<b>HINDI DEPARTMENT</b>		
44.	Dr. Saroj Kumar	Associate Professor
45.	Mr. Mukesh Kr. Burnwal	Assistant Professor
46.	Dr. Yojna Kalia	Associate Professor
47.	Dr. Amit Kumar	Assistant Professor (Adhoc)
48.	Dr. Sheetal	Assistant Professor (Adhoc)
49.	Dr. Meena Pandey	Assistant Professor (Adhoc)
50.	Dr. Omvir Singh	Assistant Professor (Adhoc)
51.	Dr. Pratibha Kumari Gemini	Assistant Professor (Adhoc)
52.	Dr. Babita Kumari	Assistant Professor (Adhoc)
53.	Mr. Uday Singh Meena	Assistant Professor (Adhoc)
<b>HISTORY DEPARTMENT</b>		
54.	Ms. Rupalee Verma	Associate Professor
55.	Dr. Yuthika Mishra	Associate Professor
56.	Dr. Swati Ranjan Choudhary	Associate Professor
57.	Ms. Gopika Bhandari	Associate Professor
58.	Dr. Sandhay Sharma	Associate Professor
59.	Dr. Shahnaz Begum	Assistant Professor (Adhoc)
60.	Dr. Raman Kr. Singh	Assistant Professor (Adhoc)
61.	Mr. Tulsi Chouhan	Assistant Professor (Adhoc)
<b>MATHS DEPARTMENT</b>		
62.	Mrs. Vinay Trehan	Associate Professor
63.	Mrs. Anju Nagpal	Associate Professor
64.	Mrs. Anita Bakshi	Associate Professor
65.	Ms. Seema Taneja	Associate Professor
66.	Dr. Sandhya Jain	Associate Professor
67.	Ms. Shivani Dubey	Assistant Professor (Adhoc)
68.	Ms. Preeti Chhachhia	Assistant Professor (Adhoc)
69.	Mr. Arabind Kumar	Assistant Professor (Adhoc)
70.	Dr. Ritika Nagpal	Assistant Professor (Adhoc)
<b>MUSIC DEPARTMENT</b>		
71.	Dr. Neeta Mathur	Associate Professor
72.	Dr. Deepa Varshney	Associate Professor
<b>PHYSICAL EDUCATION DEPARTMENT</b>		
<b>POLITICAL SCIENCE DEPARTMENT</b>		
73.	Ms. Sunita	Assistant Professor (Adhoc)
74.	Ms. Muskan	Assistant Professor (Adhoc)
75.	Dr. Anjana Kumari	Assistant Professor (Adhoc)
76.	Ms. Priya Sharma	Assistant Professor (Adhoc)
77.	Dr. Gargi Sengupta	
78.	Mr. Jaspertap Singh	Assistant Professor (Adhoc)
<b>SANSKRIT DEPARTMENT</b>		
79.	Dr. Dhanpati Devi Kashyap	Associate Professor
80.	Dr. Veda Nidhi	Assistant Professor (Adhoc)
81.	Dr. Kamini Taneja	Assistant Professor (Adhoc)
82.	Dr. Dilip Kumar Jaiswal	Assistant Professor (Adhoc)
83.	Dr. Ratish Chandra Jha	Assistant Professor (Adhoc)
84.	Dr. Preeti Srivastava	Assistant Professor (Adhoc)

**LIST OF NON ACADEMIC STAFF**

<b>S.NO.</b>	<b>Name of Employee</b>	<b>Designation &amp; Officiating</b>
<b>ADMINISTRATION DEPARTMENT</b>		
1.	Mrs. Ruchika Arora	Sr. P.A. to Principal & Offg. A.O. (A/cs)
2.	Mrs. Nisha Amar	Section Officer
3.	Mrs. Archana	Assistant (Offg. Sr. Assistant)
4.	Mrs. Priyanka	Assistant (on Contract)
5.	Mr. Javed Siddiqui	Junior Assistant
6.	Mrs. Nisha Devi	Junior Assistant
7.	Mr. Sharvan Kumar	Daftri (Offg. Junior Assistant)
8.	Mr. Naresh Kumar	Daftri (Offg. Junior Assistant)
9.	Mr. Ashok Kr. Panchal	Office Attendant
10.	Mr. R.S.Negi	Office Attendant
11.	Mr. Brij Kishor	Office Attendant
12.	Mrs. Usha Rani	Office Attendant
13.	Mr. Rajesh Kr. Sharma	Office Attendant
14.	Mr. Bahadur Singh Bora	Office Attendant
15.	Mr. Rama Kant	Office Attendant
16.	Mr. Manoj Kr. Manjhi	Chowkidar
17.	Mr. Aberan Singh	Chowkidar
18.	Mr. Rajpal	Safai Karamchari
19.	Mr. Akash Mehra	Safai Karamchari
20.	Mr. Ram Charit	Mali
21.	Mr. Praduman	Mali
22.	Mr. Mangal Dass	Mali
<b>ACCOUNTS DEPARTMENT</b>		
23.	Mrs. Anuradha Arora	Sr. Assistant (Offg. S.O.)
24.	Mrs. Vijay Bala	Assistant (Offg. Sr. Assistant)
25.	Mr. Bhupinder Kumar	Office Attendant
<b>LABORATORY STAFF</b>		
26.	Dr. Sanjeev Kaushik	Lab Assistant (App. Psy. Deptt.)
27.	Mr. Suresh Kumar	Lab Assistant (Food Tech. Deptt.)
28.	Mr. Praveen Katariya	Lab Attendant (Food Tech. Deptt.)
29.	Mr. Uday Veer	Lab Attendant (on Contract) Computer Deptt.
30.	Mr. Sumit Kumar	Lab Attendant (on Contract) Computer Deptt.
<b>LIBRARY STAFF</b>		
31.	Dr. Rajni Jindal	Librarian
32.	Mrs. Veena Sharma	Professional Assistant
33.	Mrs. Rajni Sabharwal	Semi Prof. Assistant
34.	Mr. Chander Pal Singh	Library Assistant
35.	Mr. Sudhir Gidh	Library Assistant
36.	Mrs. Rekha	Library Attendant (on Contract)
37.	Ms. Sujata	Library Attendant (on Contract)
<b>MUSIC DEPTT.</b>		
38.	Mr. Mujeeb Hilal	Tabla Accompanist
<b>COUNSELOR</b>		
39.	Ms. Mala Vohra Khanna	Counselor



◆◆ 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 Levels
1	<i>Principal</i>	<i>Pay Level-14</i>
2	<i>Associate Professor</i>	<i>Pay Level-13A</i>
3	<i>Assistant Professor (Selection Grade) / Reader</i>	<i>Pay Level-12</i>
4	<i>Assistant Professor in Sr. Scale</i>	<i>Pay Level-11</i>
5	<i>Assistant Professor &amp; Librarian</i>	<i>Pay Level-10</i>
6	<i>Administrative Officer</i>	<i>Pay Level-10</i>
7	<i>Section Officer, Sr. P.A.</i>	<i>Pay Level-07</i>
8	<i>Professional Asstt. (Library)</i>	<i>Pay Level-06</i>
9	<i>Sr. Asst</i>	<i>Pay Level-06</i>
10	<i>Semi-Prof. Asstt.</i>	<i>Pay Level-05</i>
11	<i>Assistant/Lab Assistant</i>	<i>Pay Level-04</i>
12	<i>Jr. Asstt./Caretaker</i>	<i>Pay Level-02</i>
13	<i>Lab. Attendant, Library Attendant, Daftri, Office Attendant</i>	<i>Pay Level-01</i>

◆◆ 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	Mr. Javed Siddiqui	Vivekananda College, Vivek Vihar, 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. Veena Jain Associate Professor	Vivekananda College, Vivek Vihar, 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. Hina Nandrajog Offg. Principal	Vivekananda College, Vivek Vihar, 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, Vivek Vihar, Delhi-95.