



INFORMATION HANDBOOK

Under

**Right to Information Act – 2005
(Updated upto March 2018)**

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

VASUNDHRA ENCLAVE, DELHI-110096

INTRODUCTION

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

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

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

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

This Information Handbook is divided into 17 manuals.

Manual-1

Section 4(1) b (i)

Particulars of organization, functions and duties

Establishment & Background

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

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

S.No.	Name of the Course
1	B.Com (H)
2	B.A.(Prog)
3	B.Sc(H) Electronics
4	B.A. (H) Journalism
5	B.A.(H) Pol Science
6	B.A.(H) Hindi
7	B.Sc Phys Science
8	B.Sc Mathematical Science
9	B.A.(H) English
10	BBE
11	Advance Diploma Course in TV Programme and News Production

Vision Statement

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

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

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

Mission

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

Objective

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

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

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

Arrangements and methods made for seeking public participation / contribution.

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

Grievance Redressal.

(a) *Departmental*– Matters pertaining to allocation of workload among the teachers and

staff, pattern of assignments, in house exam question papers etc. are resolved in Departmental meetings. The decisions of the meetings are maintained by the concerned teacher-in-charge/departmental head. Grievances if any are addressed at these meetings.

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

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

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

Organizational Chart for teaching and Administration.

- ❖ As indicated in Annexure 1.

Location of the College.

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

Address of the College.–

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

Working hours of the College.–

- ❖ 9.00 AM to 5.30 PM. Monday to Friday (except on public holidays)

- ❖ The Library is open from 9.00 AM to 5.30 PM.

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Section 4(1)(b)(ii)

Powers and Duties of the Officers and Employees.–

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

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

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Section 4(1)(b)(iii)

Procedure followed to take a decision in various matter.–

- ❖ The College is bound by the Regulations issued by the University of Delhi (DU) in the form of Annual University Bulletin.
- ❖ The University Grants Commission (UGC) also lays down Regulations to be followed by Colleges affiliated to Delhi University.
- ❖ The Governing Body is the next higher authority for decision making for this College
- ❖ The Staff Council is the decision making body for day to day functioning of the College.

- ❖ Thus the procedure followed in decision making is for matters to be deliberated by the Staff Council and referred to the Governing Body for a decision, who in turn may refer them to the DU or the UGC for a final decision.

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Section 4(1)(b)(iv)

Norms set by the college for discharging its functions.-

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

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Section 4(1)(b)(v)

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

Rules & Regulations

- ❖ Statutes of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.
- ❖ Ordinance of the University as contemplated under Section 30 of the Delhi University Act, 1922.
- ❖ Regulations / instructions for admission and examination regarding all the courses

(under-graduate / post-graduate / research) of studies.

- ❖ University Non-teaching Employees (Terms and Conditions of Service) Rules, 2013.
- ❖ Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body.
- ❖ Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.
- ❖ General Financial Rules-2005 for purchase and procurement http://finmin.nic.in/the_ministry/dept_expenditure/gfrs/GFR2005.pdf
- ❖ University of Delhi Leave Rules- Teaching http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Teaching/leave-rules.pdf
- ❖ University Non-Teaching Recruitment Rules- 2008 http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Non_teaching/recruitment-rules/front---1.pdf
- ❖ Amendments in University Non-Teaching Recruitment Rules- 2008 http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Non_teaching/71013_RR%20amendments%20-%202013_new.pdf
- ❖ University of Delhi Guidelines for Screening/Shortlisting of candidates for appointment of Assistant Professor in the University and Colleges http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Teaching/17102013_Guidelines%20for%20Asstt.%20Professor.pdf
- ❖ Any other Rules, Policies and Ordinance <http://www.du.ac.in/index.php?page=rules-policies-3>.

Records.-

- ❖ Admission Registers

❖ Syllabus Handbooks kept in Library

Categories of Documents:-

Sl No.	Category	Document	Procedure for Obtaining
1.	Admissions Information	College Prospectus	Available only during admission period on college website
2.	Admissions Information	Delhi University Bulletin of Admissions	May be obtained from Delhi University
3.	Staff Information	College Telephone Directory	On college web-site.
4.	Functioning of the College	Annual Reports	Last Year Annual Report on college website

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Section 4(1)(b)(vi)

Official documents and their availability:-

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

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

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Section 4(1)(b)(vii)

Public Representation.-

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

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

Name & Address of present Governing Body Members

S.No	Name of the G.B Member	Recommendation
1		Delhi University
2	Prof. Radhey Shyam Sharma, Treasurer	Delhi University
3	Dr. Sunil Sondhi	Principal & Member Secretary
4	Dr. Sangeeta Mittal	Teachers Representative
5	Ms. Shilpa Gupta	Teachers Representative

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Section 4(1)(b)(viii)

The various committees of the Staff Council.-

<u>S.No.</u>	<u>Name of the Committee</u>	<u>Name of Convener</u>
1	Academic Planning Committee	Ms. Puneeta Agarwal
2	Academic Supervisory Committee	Dr. Abha Mittal
3	Alumni Committee	Dr. Niraj Kumar Singh

4	Annual Activity Committee	Dr. Abha Mittal
5	Attendance Committee	Dr. Vijeta Pundir
6	Admission Committee	Dr. Sanjeev Tiwari
7	B.A. Programme Committee	Mr. Rakesh Kumar
8	B.Sc Physical Sc. Committee	Dr. Nibedita Khuntia
9	Canteen Committee	Mr. Shekher Kumar
10	Extra-Curricular Committee	Dr. Deepa Sharma
11	Discipline Committee	Dr. Mukesh Aggarwal
12	Examination Committee	Dr. Praveen K Pandey
13	Hostel Committee	Dr. Maneesha
14	Infrastructure Committee	Dr. Amit Pundir
15	Journalism Co-ordination Committee	Dr. Sunil Sondhi
16	Laboratory Committee	Dr. A.R Prasannan
17	Library Committee	Dr. Gitanjali chawla
18	Magazine and Prospectus	Dr. Sudhir Rinten
19	Sports Committee	Dr. Subodh Kumar
20	Student Aid Fund Committee	Dr. Ritu Kohli
21	Student Advisory	Dr. Sanjeev K Tiwari
22	Time Table Committee	Dr. Arun Julka
23	Workload Committee	Dr. Rajhans Kumar

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Directory of officers and employees.-

Name of the Department	Name of the Teacher	Whether Regular/ Adhoc	Valid Email Id	Mobile No.	Category
BUSINESS ECONOMICS	DR. VIJETA PUNDIR	REGULAR	vijetapundir@gmail.com	9811436396	UR
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POLITICAL SCIENCE	MR. PRAMOD KUMAR	ADHOC	pramod.khoba1982@gmail.com	9971376681	SC
Librarian	Dr. SATYAPRAKASH	ADHOC	dr.satyaprakash31@yahoo.com	9871981044	UR

Permanent Staff

Name	Designation	Group	Category	Contact No	Email Id
Dipin Arora	Administrative Officer	A	UR	9818644189	mac.dipin@gmail.com
Mukesh Kumar	Section Officer	B	OBC	9540044904	mukeshkm.1353@rediffmail.com
Rajinder Bisht			UR	9999943997	rajander.bisht14@gmail.com
Ashok Kumar	Senior Assistant	B	UR	9654763607	
Narendra Kumar			SC	9891921365	narendrakumar.89nt@gmail.com
A.N Abbassi			UR	9810208173	abbasi_123@rediffmail.com
Promod Kumar	Sr. Technical Assistant	B	UR	9891440519	mac.pramod@gmail.com
Naresh Rohilla	Assistant	C	UR	9868231682	naresh@mac.du.ac.in
Parmanand Tripathi			UR	9013449963	
Rajkumar			OBC	8459141903	rajgracy532@gmail.com
Ashok Atri	Junior Assistant/Caretaker	C	UR	9312544541	

Jaswant Singh			UR	9013369232	
Raj Singh	Driver	C	UR	9312573547	
Ram Narayan Sharma	Semi Professional Assistant	C	UR	8586894981	
Lokesh Kumar	Lab Assistant	C	UR	9868987489	
Bhagwan Das			UR	9891440145	
Manju Sharma			UR	9971756442	
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Biseshwar Paswan			MTS	C	UR
Mukesh Kumar	UR				
Naveen Chander Chamoli	UR	9990355659			
Mohan Yadav	UR	7053282897			
Rajesh	SC	9868379374			
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Chandermani	C	UR		9211131963	
Kishan Kr Sharma	C	UR		9868814549	
. Vivek Taank		OBC		9999277477	vivsehrawat.44@gmail.com
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Basanti Devi		UR		9911845286	
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Pradeep Kumar			UR	9289542223	
Dhan Singh		C	UR	9716188424	
Satbir Singh			UR	9540867860	satbirsingh1451968@gmail.com
Ramesh Shukhla			UR	9811488004	
Sangeeta			SC	8860461101	
Hari Singh		C	SC	9582768716	
Anil Kumar			SC	9911722844	anil.mac324@gmail.com
Ajay			SC	9560816941	
Mahesh Kumar	Library Attd.	C	UR	9868172464	
Xavier Dung Dung			ST	9971743553	xavier.dung2@gmail.com
Barnabas Dung Dung	Lab Attd	C	ST	9810914119	
Vinod Kr Tiwari			UR	9818430292	

Contractual Staff					
Name	Designation	Group	Category	Contact No	Email Id
Vinay Kumar Sharma	System and Network Administrator	B	UR		sysadmin@mac.du.ac.in
Sushil Kumar Kaushil	Technical Assistant (Computers)	C	SC	8178611376	mac.vasundhara@gmail.com
D Anand	Junior Assistant	C	UR	9717057742	anand.90134@gmail.com
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Nishant Rathore	Junior Assistant Community College		OBC	9999594692	nishantrathordu@gmail.com
Satyapriya	MTS	C	SC	9718236312	
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Prince Kumar Saini			OBC	9716213363	anishsaini09@gmail.com

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Section 4(1)(b)(x)

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

S.No.	Pay Scales/Pay Bands	Acad. Grade Pay/Grade Pay	Posts
1.	Rs. 37,400 – 67,000 (PB-4) Plus Spl. Allow. Rs. 3000/-	Rs. 10,000/-	Principal
2.	Rs. 37,400 – 67,000 (PB-4)	Rs. 9000/-	Associate Professor
		Rs. 8000/-	Asstt. Professor (Stage-III)
		Rs. 7000/-	Assistant Professor (Stage-II),

3.	Rs. 15,600 – 39,100 (PB-3)	Rs. 7000/-	Librarian (Senior Scale)
		Rs. 6000/-	Assistant Professor (Stage-I)
		Rs. 5400/-	Administrative Officer
		(Gr.A)	
4.	9,300 – 34,800 (PB-2)	Rs. 5,400/-	Professional Assistant (Library)
		Rs. 4600/-	Section Officer, Sr. P.A.
		Rs. 4200/-	Sr. Assistant, Scientific Assistant/
			Sr. Technical Assistant (Computer)
		Rs. 2800/-	Technical Assistant, Semi-Prof. Asstt.
		Rs. 2400/-	Assistant, Lab. Assistant
		Rs. 1900/-	Jr. Assistant, Caretaker, Driver
5.	Rs. 5,200 – 20,200 (PB-1)		(Laboratory Attendant, Multi
			Multi Tasking Staff – Laboratory
			Tasking Staff-Computer Laboratory
			(Laboratory Attendant), Multi
			Tasking Staff-Library (Library
			Attendant), Multi Tasking Staff
			(Gest.Operator, Daftri, Office Attendant, Farash)

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Section 4(1)(b)(xi)

Budget allocation to the college.–

The budget and the financial estimates are approved by the Governing Body and sanctioned by the Govt. of NCT of Delhi on recommendation of University of Delhi strictly followed by General Financial Rules (http://finmin.nic.in/the_ministry/dept_expenditure/gfrs/GFR2005.pdf)

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Section 4(1)(b)(xii)

(a) Concessions granted by the college :

I. In admissions.–

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

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

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

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

(b) Concessions availed by the college.-

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

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Section 4(1)(b)(xiv)

Information available in Electronic Form.-

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

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Section 4(1)(b)(xv)

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

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

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Section 4(1)(b)(xvi)

Name of Public Information Officer.-

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

Appellate Authority.-

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

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Section 4(1)(b)(xvii)

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

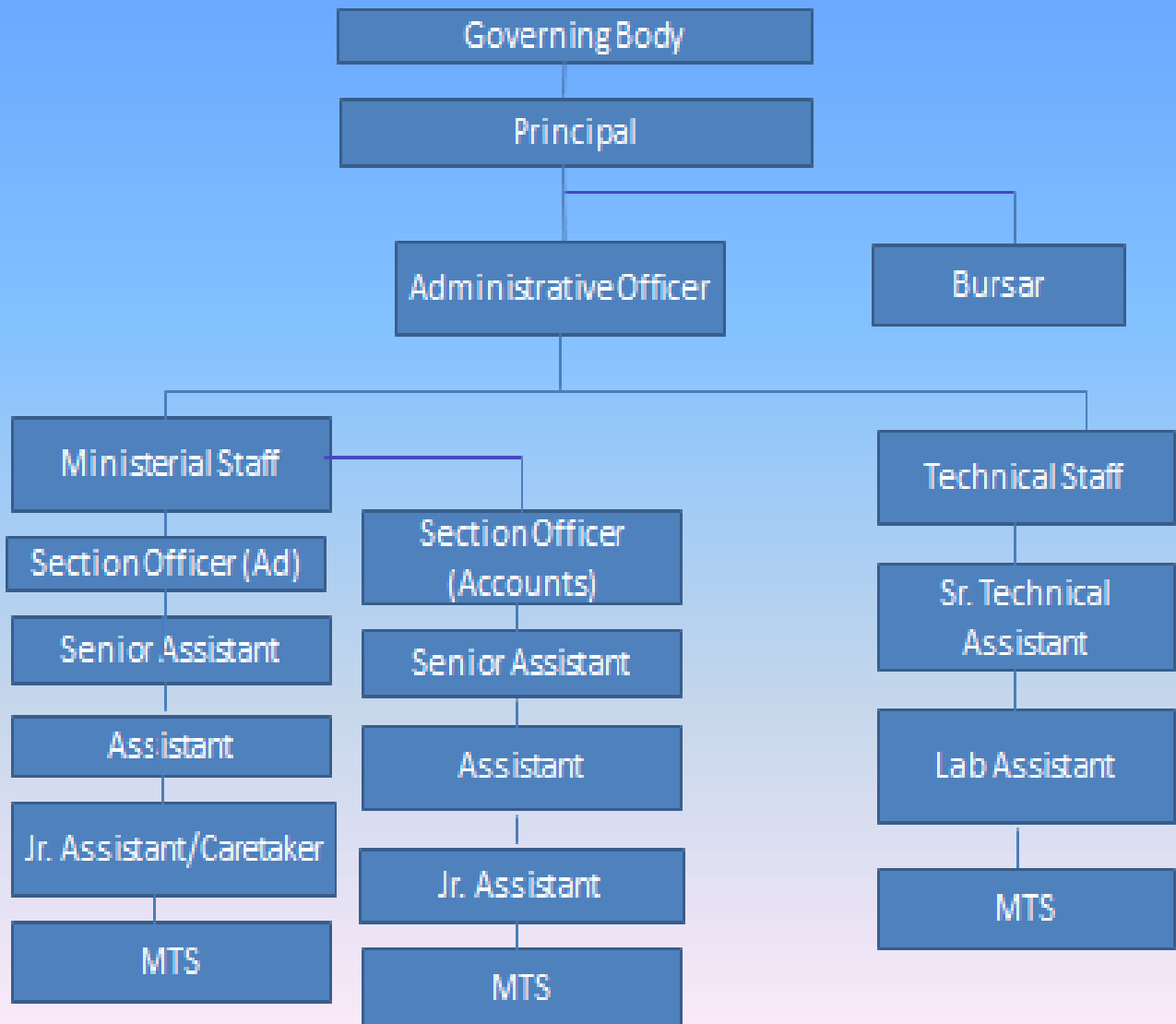
Schedule of additional fee can be had from the Public Information Officer of the college. For the time being the rates are as under :-

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

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

(Refer to: du.ac.in).

ADMINISTRATIVE STRUCTURE



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A
C