



INFORMATION HANDBOOK

Under

**Right to Information Act – 2005
(Updated upto Nov 2019)**

**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	Prof. Anil Kumar Aneja	Delhi University
2	Prof. Pankaj Arora, Treasurer	Delhi University
3	Dr. Sanjeev Kumar Tiwari	Principal & Member Secretary
4	Dr. Shiv Kumar	Teachers Representative
5	Dr. Sultan Singh	Teachers Representative
6	Mr. Ashish Kumar	

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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
BUSINESS ECONOMICS	DR. PRATIBHA RAI	REGULAR	rai.pratibha@gmail.com	9560394030	UR
BUSINESS ECONOMICS	MS. SONIA SUCHDEVA	REGULAR	soniasuchdeva@hotmail.com	9811171111	UR
BUSINESS ECONOMICS	DR. ANSHUL TANEJA	REGULAR	anshultaneja@yahoo.in	9999554521	UR
BUSINESS ECONOMICS	MR. SULTAN SINGH	REGULAR	sultangodara@gmail.com	9999733652	UR-OH PWD
BIOLOGY	DR. NIBEDITA KHUNTIA	REGULAR	nibeditakhuntiadu@gmail.com	9868010610	UR
CHEMISTRY	DR. VANDANA SONI	REGULAR	vandnaarora@yahoo.com	9811881402	UR
COMMERCE	MS. PUNEETA AGARWAL	REGULAR	agarwal.puneeta@gmail.com	9868463885	UR
COMMERCE	DR. MONA KANSAL	REGULAR	monakansal@gmail.com	9868865277	UR
COMMERCE	DR. ALOK PURANIK	REGULAR	puranika@gmail.com	9810018799	UR
COMMERCE	DR. VINOD KUMAR YADAV	REGULAR	v.kyadav11@yahoo.com	9810239320	UR
COMMERCE	DR. NIRMAL JAIN	REGULAR	nirmaljainmac@gmail.com	9810852186	UR
COMMERCE	DR. RAVINDER KUMAR	REGULAR	dr_rkthukral@yahoo.co.in	8800497604	UR
COMMERCE	DR. SOMA GARG	REGULAR	somagarg@gmail.com	9810869400	UR
COMMERCE	MR. VIRENDRA KUMAR TOMAR	REGULAR	tomarvk321@gmail.com	9891405060	UR
COMMERCE	DR. ABHA MITTAL	REGULAR	abha.mittal@yahoo.com	9810047562	UR
COMMERCE	DR. B.B. MOHAPATRA	REGULAR	bibhuti.bm@gmail.com	8800442309	UR
COMMERCE	MS. PRIYANKA KATYAL	REGULAR	priyanka.katyal@hotmail.com	9810586979	UR
COMMERCE	DR. DEEPA SHARMA	REGULAR	dr.deepasharma@hotmail.com	9999033092	UR
COMMERCE	DR. RAJAT KUMAR SANT	REGULAR	rajatksant@rediffmail.com	9868553043	SC
COMMERCE	MS. SHEETAL B. SACHDEV	REGULAR	sheetal_schdv@yahoo.com	9810550463	UR
COMMERCE	DR. ARUN JULKA	REGULAR	julkaarun@gmail.com	9810147329	UR
COMMERCE	DR. NEETU BALA	REGULAR	neetucancerion@gmail.com	8377022240	SC

ECONOMICS	MS. SAUMYA SHUKLA	REGULAR	sshukla_04@yahoo.com	9810322668	UR
ELECTRONICS	DR. AMIT PUNDIR	REGULAR	amitpundir.du@gmail.com	9811067874	UR
ELECTRONICS	DR. GEETIKA JAIN SAXENA	REGULAR	jain_geetika2001@yahoo.co.in	9868062753	UR
ELECTRONICS	DR. MANEESHA	REGULAR	maneesha.du@gmail.com	9868248263	UR
ELECTRONICS	DR. NATASHA	REGULAR	natasha2du@gmail.com	9891446430	UR
ELECTRONICS	DR. PRAVEEN KANT PANDEY	REGULAR	pkpandey.du@gmail.com	9910158848	UR
ELECTRONICS	MR. PARAMJEET SINGH	REGULAR	paramwes@yahoo.co.in	9818873969	SC
ENGLISH	DR. PREM KUMARI SRIVASTAVA	REGULAR	premkrsri@gmail.com	9810600363	UR
ENGLISH	DR. SANGEETA MITTAL	REGULAR	sangeeta685@gmail.com	9717586587	UR
ENGLISH	MS. MONA SINHA	REGULAR	monasin@rediffmail.com	9810548578	UR
ENGLISH	DR. GITANJALI CHAWLA	REGULAR	gitschawla@gmail.com	9818679187	UR
ENGLISH	DR. ANUPAMA JAIDEV	REGULAR	anu_jaidev@yahoo.co.in	9911026615	UR
ENGLISH	MR. VINOD KUMAR VERMA	REGULAR	vinodkvverma@yahoo.com	9811147816	UR
ENGLISH	MS. CHARU ARYA	REGULAR	aryacharu@hotmail.com	9891061313	SC
ENGLISH	MS. SHILPA GUPTA	REGULAR	shilpa.shimpy@gmail.com	9810824793	UR-VH PWD
HINDI	DR. SHASHI SINGH	REGULAR	drshashi.singh13@gmail.com	9871972003	UR
HINDI	MR. SHEKHAR KUMAR	REGULAR	shekhar.kumar5557@yahoo.com	9818956209	UR
HINDI	DR. SHIV KUMAR	REGULAR	sharma.v08.sha@gmail.com	9810679081	UR
HINDI	DR. SHANKAR KUMAR	REGULAR	dr.shankar.kumar2609@gmail.com	9868793635	UR
HINDI	DR. T.N. OJHA	REGULAR	drtnodu@gmail.com	9810049875	UR
HINDI	MS. MANOJ CHAUDHARY	REGULAR	manojmacdu@gmail.com	9971471000	UR
HINDI	DR. CHANDAR SHEKHAR RAM	REGULAR	profcsram@rediffmail.com	9868640850	SC
HINDI	DR. RAJHANS KUMAR	REGULAR	rajhanspahsara@gmail.com	9811512046	UR

HINDI	DR. ABHA SHARMA	REGULAR	sharmaabha1@yahoo.com	9868581624	UR
HISTORY	DR. NIRAJ KUMAR SINGH	REGULAR	niraj658@gmail.com	9999022085	UR
HISTORY	DR. SHIRIN BAKSHI RAINA	REGULAR	shirinbraina@gmail.com	9810144401	UR
HISTORY	DR. BHUPINDER KUMAR CHAUDHARY	REGULAR	bhupinderkc@hotmail.com	9968313730	UR
MATHEMATICS	DR. VANITA JAIN	REGULAR	vanitajain_2011@yahoo.com	9868725181	UR
MATHEMATICS	DR. PRASANNAN A.R.	REGULAR	arprasannan@gmail.com	9868172367	UR
MATHEMATICS	DR. ANURADHA SHARMA	REGULAR	anuradhagaurs@gmail.com	9810878134	UR
MATHEMATICS	DR. SHUSHIL YADAV	REGULAR	syadav@mac.du.ac.in	9015650765	UR
MATHEMATICS	DR. AYEKPAM JIREN MEITEI	REGULAR	ajmeitei@yahoo.com	9540068711	UR
PHYSICAL EDUCATION	MR. MUKESH AGRAWAL	REGULAR	mukeshkr_agarwal@yahoo.co.in	9899155480	UR
PHYSICS	DR. PARTHA SARTHI	REGULAR	ps_du@yahoo.co.in	9811332932	UR
PHYSICS	DR. ASHA GUPTA	REGULAR	guptaamitu1@gmail.com	9810578483	UR
POLITICAL SCIENCE	DR. ANJU AGGARWAL	REGULAR	dr.anjuaggarwal@yahoo.co.in	9810033706	UR
POLITICAL SCIENCE	DR. RITU KOHLI	REGULAR	ritukohli9@gmail.com	9968283323	UR
POLITICAL SCIENCE	DR. SANJEEV KUMAR TIWARI	REGULAR	sanjeewtiwaridu@gmail.com	9811546564	UR
POLITICAL SCIENCE	DR. NIRAJ KUMAR	REGULAR	niraj55b@gmail.com	9711074132	UR
POLITICAL SCIENCE	DR. SUBODH KUMAR	REGULAR	subodh19@yahoo.com	9313749124	UR
COMPUTER SCIENCE	DR KALPANA NIGAM	TEMPORARY	klpn_shankar@yahoo.com	9810623136	UR
BUSINESS ECONOMICS	MS. KOMAL GUPTA	ADHOC	komal_G80@yahoo.com	9811629267	UR
BUSINESS ECONOMICS	MS. PREETI GOEL	ADHOC	preetygoel24@yahoo.co.in	9891533065	UR
CHEMISTRY	DR. RANVIJAI RAM	ADHOC	ranvijaichemistry@gmail.com	8670530453	SC
COMMERCE	MS. PRAVEEN VASHISHTH	OMSP INSTRUCTOR	praveen_vasisht8@yahoo.co.in	9899526421	UR
COMMERCE	MR. PRAVEEN KUMAR	ADHOC	praveenneelurao@gmail.com	9891666477	ST

COMMERCE	MR. DEVENDRA KUMAR	ADHOC	dksgaur@gmail.com	9818101248	UR
COMMERCE	MR. AMIT KUMAR	ADHOC	amitkabir777@gmail.com	9911902821	SC
COMMERCE	MS.AARTI NAGAR	ADHOC	aartinagar48@yahoo.com	9811587417	OBC
COMMERCE	MS.SONAM BHATI	ADHOC	sonam.bhati16@gmail.com	9711937734	OBC
COMPUTER SCIENCE	DR. LATESH KANOJIA	ADHOC	latasid@gmail.com	9958566006	SC
COMPUTER SCIENCE	DR. MEENA MEHTA	ADHOC	meenamehta1109@gmail.com	9971800560	UR
COMPUTER SCIENCE	MR. OMKAR SINGH	ADHOC	omkarsinghloahi@gmail.com	9873483657	OBC
COMPUTER SCIENCE	MS. BARKHA SAIN	ADHOC	barkhasain@mac.du.ac.in	9871112559	SC
COMPUTER SCIENCE	MR. VIKAS MITTAL	ADHOC	vikasmittal@mac.du.ac.in	9868204777	UR
COMPUTER SCIENCE	DR. PRIYA GUPTA	ADHOC	pgupta1902@gmail.com	9582807138	OBC
COMPUTER SCIENCE	MR. SUNIL KUMAR	ADHOC	skmjamia4@gmail.com	7838123444 9711271149	ST
COMPUTER SCIENCE	MR. ASHUTOSH JAISWAL	ADHOC	sjaiswal111@gmail.com	9716474182	OBC
ECONOMICS	MR. RAKESH KUMAR	ADHOC	aghrakesh@gmail.com	9999047782	UR
ECONOMICS	DR. SADAMALLA NAGESWARA RAO	ADHOC	sadamalla123@gmail.com	9971039796	SC
ECONOMICS	MR. VICKEY MEHRIYA	ADHOC	locatevickey@gmail.com	9711992472	OBC
ELECTRONICS	DR. CHHAVI BHATNAGAR	ADHOC	chhavijp90@gmail.com	9818462426	UR
ELECTRONICS	MS.SANGEETA YADAV	ADHOC	yadav.sangeeta916@gmail.com	8130248491	OBC
ELECTRONICS	DR.VANDANA KUMARI	ADHOC	vandanakumari511@gmail.com	9971657377	UR
ELECTRONICS	MR. DHARMENDRA KUMAR MAHATO	ADHOC	dharmmahato23@gmail.com	8826723508	OBC
ELECTRONICS	MR. SACHIN KUMAR	ADHOC	sachin.kumar029@gmail.com	7827328094	UR
ENGLISH	DR DEBOSMITA PAUL	ADHOC	debosmita.paul@gmail.com	9873091626	UR
ENGLISH	DR. SUBODH KUMAR UPADHYAY	ADHOC	subodhccs@rediffmail.com	9899499157	OBC

ENGLISH	MS. INDRANI DAS GUPTA	ADHOC	ranid66@ymail.com	9560338711	UR
ENGLISH	DR. GUNTASHA TULSI	ADHOC	guntashatulsi86@gmail.com	9871843873	UR
ENGLISH	MS. SHASHI PRAVA TIGGA	ADHOC	shashiptigga@gmail.com	9717455904	ST
ENGLISH	MR. ADITYA PREMDEEP	ADHOC	premdeep.aditya@gmail.com	9811871700	OBC
HINDI	DR. TN TRIPATHI	ADHOC	tryambaknathtripathi@gmail.com	9650304259	UR
HINDI	MR. AJAY KR PANDEY	ADHOC	ajaykumarpandey82@gmail.com	9968568468	PWD-UR
HINDI	DR. JITENDRA KUMAR BHAGAT	ADHOC	jitjiten@gmail.com	9812246974, 9811944374	OBC
HISTORY	DR. FARAH KHAN	ADHOC	farha.khan0720@gmail.com	9999809160	UR
JOURNALISM	MR.S.K RINTEN	ADHOC	sudhirrinten@mac.du.ac.in	9716131373	UR
JOURNALISM	MR. VINAY KUAMR RAI	ADHOC	raivinay2005@gmail.com	9873744939	UR
JOURNALISM	MR. YOGESHWAR SINGH	ADHOC	yogeshwar.singh01@gmail.com	9811588054 9990226401	SC
JOURNALISM	MS. RACHITA KAULDHAR	ADHOC	rachitakauldhar@gmail.com	9953543009	SC
JOURNALISM	DR. VIVEK VISHWAS	ADHOC	jayvishvas@gmail.com	9764025701	OBC
JOURNALISM	DR. KINGAULE NEWME	ADHOC	angau.newme@gmail.com	9435824170 / 08586078584	ST
JOURNALISM	DR. SHRUTI GOEL	ADHOC	shruti5star@gmail.com	9899028485	UR
MATHEMATICS	MR.VEDPAL SINGH	ADHOC	vedmathematics80@gmail.com	8527980908	SC
MATHEMATICS	DR. AWADHESH KUMAR PODDAR	ADHOC	poddargee@yahoo.co.in	9350117187	OBC
MATHEMATICS	MR. KRISHAN PAL	ADHOC	kpai1987@gmail.com	9540767919	SC
MATHEMATICS	DR. RENU SAINI	ADHOC	renusaini189@gmail.com	9811733163	OBC
PHYSICS	DR. KRISHAN KUMAR	ADHOC	krishan.du@gmail.com	9871324230	UR
POLITICAL SCIENCE	MR. PRABIRA SETHY	ADHOC	prabirasethy@gmail.com	9811575338	SC
POLITICAL SCIENCE	DR. SUSHMITA RAJWAR	ADHOC	sushmitarajwar2@gmail.com	9971556203	UR
POLITICAL SCIENCE	MS. SHOMILA WARSI	ADHOC	warsishomaila@gmail.com	9958290150	UR

POLITICAL SCIENCE	DR. SANJAY AGARWAL	ADHOC	sanjaydbc@rediffmail.com	9899838947	OBC
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
Rajinder Bisht	Section Officer	B	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	
Ashish			OBC	9899549998	ashishdalal005@gmail.com
Suresh Kumar			SC	9717147809	macsuresh01@gmail.com
Biseshwar Paswan	MTS	C	UR	9971624378	
Mukesh Kumar			UR		
Naveen Chander Chamoli			UR	9990355659	
Mohan Yadav			UR	7053282897	
Rajesh		C	SC	9868379374	
Sitaram			UR	9717908146	sitaram@mac.du.ac.in
Chandermani		C	UR	9211131963	
Kishan Kr Sharma		C	UR	9868814549	
. Vivek Taank			OBC	9999277477	vivsehrawat.44@gmail.com
Kavita Devi			OBC	9654996305	
Basanti Devi			UR	9911845286	
Neeru Rawat			UR	9990391874	rawatneeru1977@gmail.com
Pradeep Kumar	C	UR	9289542223		
Dhan Singh		UR	9716188424		
Satbir Singh		UR	9540867860	satbirsingh1451968@gmail.com	

Ramesh Shukhla			UR	9811488004	
Sangeeta		C	SC	8860461101	
Hari Singh			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	9717093231	sysadmin@mac.du.ac.in
D Anand	Junior Assistant	C	UR	9717057742	anand.90134@gmail.com
			UR	9953196263	harshvardhan87@yahoo.com
Surbhi Babbar			UR	8130098133	surbhibabbarmac@gmail.com
Heena Jain			UR	8527864865	heenagupta306@gmail.com
Ganesh Chander Bhatt			UR	9717035828	ganesh.bhatt1989@gmail.com
Sushil Kumar Kaushil	Technical Assistant (Computers)	C	SC	8178611376	mac.vasundhara@gmail.com
Vishal Khamaru	Junior Assistant-Administrative Reforms Project	C	UR	9999146996	vishalkhamaru@gmail.com

Nishant Rathore	Junior Assistant Community College		OBC	9999594692	nishantrathordu@gmail.com
Satyapriya	MTS	C	SC	9718236312	
Arun Mudgal			UR	9211229993	arunmudgal26@gmail.com
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 7th CPC recommendations are as under:-

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

			Attendant), Multi Tasking Staff
	18000		(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 undergraduate courses.
- ❖ The college admits foreign students including those from Sikkim and Kashmiri migrants as and when recommended by the University.
- ❖ Not more than 5% of the total number of seats (except those courses where there is an admission test or where there are centralized admissions) are offered for admission on the basis of sports and co-curricular distinctions.

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

(b) Concessions availed by the college:-

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

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Section 4(1)(b)(xiv)

Information available in Electronic Form:-

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

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Section 4(1)(b)(xv)

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

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

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Section 4(1)(b)(xvi)

Name of Public Information Officer:-

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

Appellate Authority:-

Name	Dr. Sanjeev Kumar Tiwari, Principal(Actg.)
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.

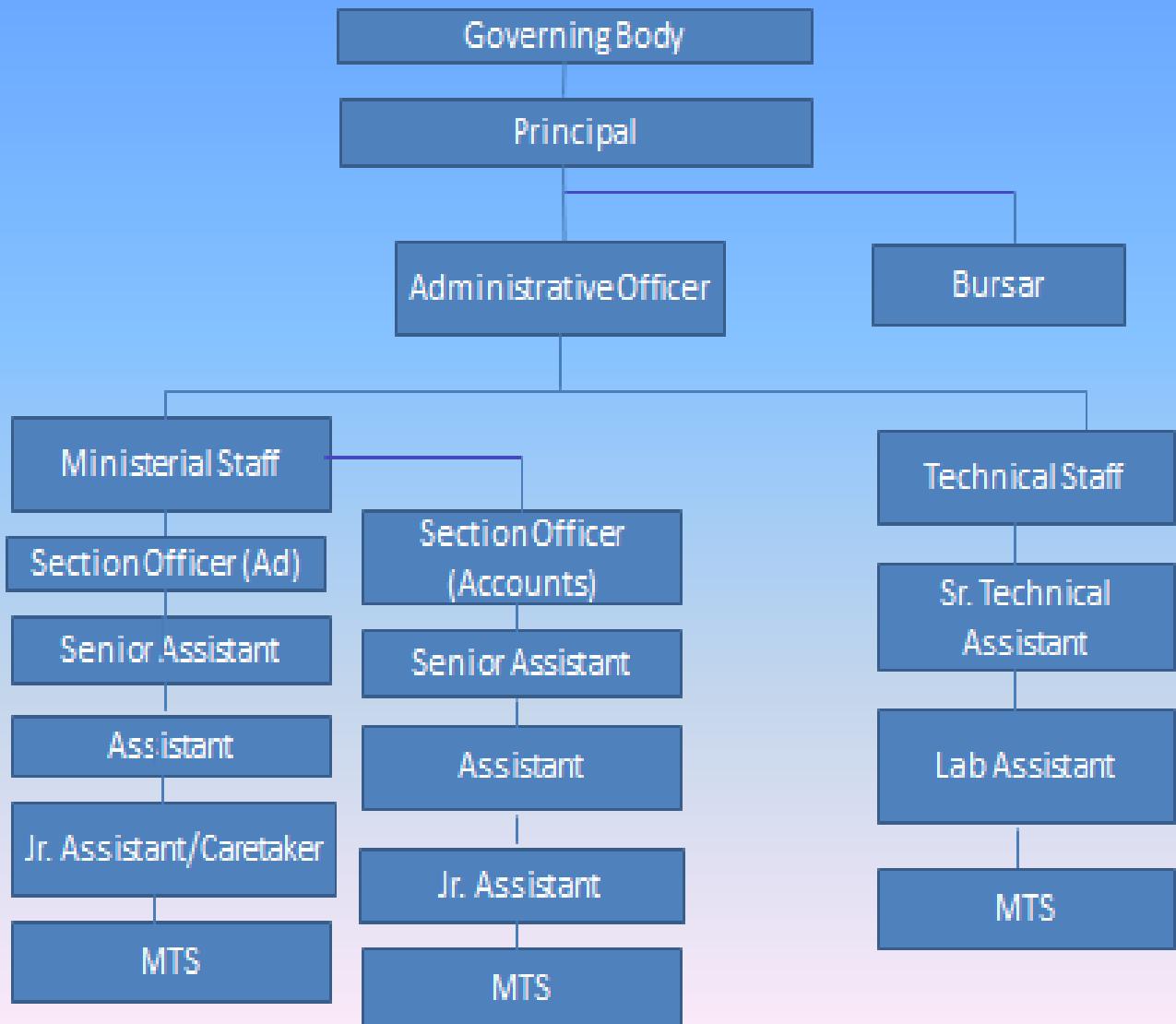
Schedule of additional fee can be had from the Public Information Officer of the college. For the time being the rates are as under :-

- 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



M
A
C