

Gargi College

Right to Information Act 2005

Manuals

1. Particulars of organization, functions and duties
2. Powers and duties of officers and employees
3. Procedures followed in decision-making process
4. Norms set for the discharge of functions
5. Rules, regulation, instructions, manuals and records for discharging functions.
6. A statement of the categories of documents that are held by it or under its control
7. Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.
8. A statement of boards, council committees and other bodies constituted
9. Directory of officers and employees
10. The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.
11. The budget allocated to each agency
12. The manner of execution of subsidy program
13. Particulars of recipients of concessions, permits or authorizations granted
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- 16 Name designation and other particulars of Public Information Officers
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Right to Information Act 2005

Manual 1

Particulars of organization, functions and duties

Gargi College is a woman's College with 2000 plus students that offers undergraduate degree courses in Sciences, Commerce, Arts and a professional course in teacher training (B Ed.).

It also admits post graduate students in select disciplines for tutorial purposes only. Details regarding courses, papers admission rules and faculty are available in College prospectus.

The College was established by Delhi Administration from which it receive maintenance grant of 5%, the balance 95% is received from UGC.

The College is a constituent College of the University of Delhi.

Address : Siri Fort Road, New Delhi 110 049

Website : WWW.gargicollege.in

Tel. No. : 26494544 fax 26494215

Manual 2

Powers and duties of officers and employees

The Principal is the Chief Executive and Academic Officer of the College is responsible for administration and organization of teaching and extra-curricular activities in the College. The list of the staff includes faculty, administrative, library and laboratory staff.

Manual 3

Procedures followed in decision-making process

Decisions in organizing admissions, seminar sports, extra-curricular activities allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books and lab. Equipments are framed by Staff Council as prescribed in its Ordinances, Statutes, etc.

The College functions under the supervision and control of the College Governing Body.

Manual 4

Norms set for the discharge of functions

Norms and standards for various academic activities are set by the Academic Council and Executive Councils of DU, Staff Council and Governing Body of the College.

Manual 5

Rules, regulation, instructions, etc. used

1. Statutes of the University of Delhi as contemplated in Sec. 29(1) of the Delhi University Act 1922.
2. Ordinance of the University as contemplated in Sec. 30 of the Delhi University Act 1922.
3. Regulations/instructions for admission and examination regarding all the courses (under-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 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 non-teaching staff.

Manual 6

Official documents and their availability

1. The College prospectus and the annual report are published every year.
 2. University Calendar Vol. I dealing with Statutory provisions can be accessed at DU website – www.du.ac.in
 3. University Calendar Vol. II dealing with various courses.
- Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the Selection Committee minutes of the Governing Body and Staff Council are confidential and not available in public domain.

Manual 7

Mode of public participation

The College Governing Body supervises the affairs of the College has 10 members who are eminent personalities of the Society and representatives of the public. Besides College holds public interaction/open session at the time of admission.

Manual 8

A statement of boards, council committees and other bodies constituted

Governing Body, Staff Council and its Committees and Students Council. Their meetings are not open to public. List of Committees may be added or deleted each academic year.

Manual 9

Directory of officers and employees

List of faculty available at College web site

List of non-teaching staff given below:

List of Non-teaching Staff

Administrative Staff

S.No.	Name	Post
1	Mr. Khan V. S.	Administrative Officer

2	Mr. Muthuraman A.B.	Sr. P.A.
3	Ms. Neelima Mathur	Section Officer (Admn.)
4	Mr. Khan V. S.	Officiating Section Officer(A/c)
5	Mr. P. K. Sreedharan	Sr. Assistant
6	Mr. Satish Kumar	Sr. Assistant
7	Mrs. Amita Verma	Sr. Assistant
8	Mrs. Hardevi Malik	Assistant
9	Mr. Sunil Kohli	Assistant
10	Mr. Mahesh Prasad	Assistant
11	Mr. Sudama Prasad	Assistant
12	Mr. Manoj Kumar	Jr. Assistant
13	Mr. Francis John	Jr. Assistant(Temporary)
14	Mr. Shailender Singh Rawat	Jr. Assistant(Temporary)
15	Mr. Praveen Singh	Jr. Assistant(On Contract)
16	Mr. Desh Raj Chouhan	Caretaker
17	Mr. Ram Jiavan	Gestetner Operator
18	Mr. Mukesh Kumar	Driver

Class IV Staff

1	Mr. Vinod Bhandari	Daftri
2	Mrs. Uma Duggal	Daftri
3	Mr. Jeevan Ram	Office Attendant
4	Mr. Akhilesh Thakur	Office Attendant
5	Mr. Narender Sharma	Office Attendant
6	Mr. Bhim Narayan	Water-man
7	Mrs. Kusum Devi	Water-woman
8	Mrs. Pameela Mani	Office Attendant
9	Mr. Neeraj Singh	Office Attendant
10	Mr. Jitendra Kumar Bandhu	Office Attendant

Chowkidar

1	Mr. Harish Chander	Chowkidar
2	Mr. Nannu Ram	Chowkidar
3	Mr. Suraj Karki	Chowkidar
4	Mr. Sumit	Chowkidar(on contract)
5	Mr. Ajay	Chowkidar(on contract)

Mali

1	Mr. Bhullu Ram	Mali
2	Mr. Mata Prasad	Mali

3	Ms. Ramvati	Mali
4	Mr. Dwarka Nath	Mali
5	Mr. Kanwar Pal	Mali (Temporary)
6	Mr. Ram Naresh	Mali (Contract)

Safai Karamchari

1	Ms. Roomali Devi	Safai Karamchari
2	Mr. Om Prakash	Safai Karamchari

Library Staff

1	Mr. Sanjeev Kr. Sunny	Consultant Librarian
2	Mrs. Asha Kavra	Consultant Prof. Assistant
3	Mr. R.R. Joshi	Semi Prof. Assistant
4	Mrs. Leela Sehgal	Semi Prof. Assistant
5	Mr. Dilbagh Singh	Semi Prof. Assistant
6	Mr. D.R. Thapa	Library Attendant
7	Mr. Kishor Vaid	Library Attendant
8	Mr. Shiv Shankar	Library Attendant
9	Mr. Birma Nand	Library Attendant
10	Mr. Vickey Panwar	Library Attendant (Contract)
11	Mrs. Asha Rani	Attendant (Contract)

Botany

1	Mr. D.D. Sharma	Laboratory Assistant
2	Mr. Liaquat Ali	Laboratory Assistant
3	Mr. Hukum Chand	Laboratory Assistant
4	Mrs. Munni Devi	Laboratory Assistant
5	Mr. Shashi Bala	Laboratory Assistant
6	Mr. Ashok Kumar Rana	Laboratory Attendant
7	Ms. Rajni	Laboratory Attendant
8	Mr. Arun Kumar	Laboratory Attendant
9	Mr. Pancham Singh	Laboratory Attendant

Chemistry

1	Mr. R.N. Pandey	Laboratory Assistant
2	Mr. K. P. Srivastava	Laboratory Assistant
3	Mr. Gobind Noutiyal	Laboratory Assistant
4	Mr. Harish Mittal	Laboratory Assistant
5	Mr. Ashok Kumar Sharma	Laboratory Assistant

6	Mrs. Lilima Minz	Laboratory Assistant
7	Ms. Manju Sati	Laboratory Assistant
8	Mr. P.N. Gairola	Laboratory Assistant
9	Mr. R.R. Shakya	Laboratory Assistant
10	Mrs. Anita	Laboratory Attendant
11	Mr. P. Swami	Laboratory Attendant
12	Mr. Naresh Kumar	Laboratory Attendant
13	Mr. Sateesh Giri	Laboratory Attendant
14	Mr. Shailendra Kumar	Laboratory Attendant
15	Mr. Inderjeet Yadav	Laboratory Attendant

Microbiology

1	Mr. D.D. Tiwari	Technical Assistant
2	Mr. Kishor Chander	Laboratory Assistant
3	Mr. Arjun Thakur	Laboratory Assistant
4	Mr. Gobind Ballabh	Laboratory Assistant
5	Mr. Devinder Khandari	Laboratory Assistant
6	Mr. Sone Lal Yadav	Laboratory Assistant
7	Mr. Rakesh Kumar	Laboratory Attendant
8	Mr. Dinesh Kumar	Laboratory Attendant
9	Mr. Praveen Kumar	Laboratory Attendant

Physics

1	Mr. N.C. Sharma	Laboratory Assistant
2	Mr. Kailash Nath Singh	Laboratory Assistant
3	Mr. Vinod Dubey	Laboratory Assistant
4	Mr. Hem Raj	Laboratory Assistant
5	Mr. Shekhar Chand	Laboratory Assistant
6	Mr. Baleshwar Prasad	Laboratory Attendant
7	Mr. Santosh Kumar	Laboratory Attendant

Museum Curator

1	Mr. Ganga Singh	Museum Curator
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Psychology

1	Mr. Mastan Singh	Laboratory Assistant
2	Mr. Jaram Singh	Laboratory Attendant
3	Mr. Gaurav Joshi	Laboratory Attendant (Temporary)

Zoology

1	Mr. N.B. Joshi	Laboratory Assistant
2	Mr. R.S. Lal Shakya	Laboratory Assistant
3	Mr. Ganesh Ram	Laboratory Assistant
4	Mrs. Madhu Mandar	Laboratory Assistant
5	Mrs. Manju Devi	Laboratory Assistant
6	Mr. Raj Kumar	Laboratory Assistant
7	Mr. Gopal Singh	Laboratory Attendant
8	Mr. J.P. Rawat	Laboratory Attendant
9	Mr. Govind Singh	Laboratory Attendant
10	Mr. Arvind Kumar	Laboratory Attendant
11	Mr. Mukesh Kumar Meena	Laboratory Attendant

B. El. Ed.

1	Mrs. Kiran	Laboratory Attendant(Contract)
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Computer Lab

1	Mr. Sher Bahadur	Laboratory Attendant(Contract)
2	Mr. Deepak Rawat	Laboratory Attendant (Contract)

Manual 10**Monthly remuneration received by each of its employee**

Pay Band + Grade Pay	Posts
PB-4, 37400-67000 + 10000 + 2000 Spl. Pay	Principal
PB-4, 37400-67000 + 9000 (Sr. Scale)	Associate Professor
PB-3, 15600-39100 + 8000	Associate Professor
PB-3, 15600-39100 + 7000 (Sr. Scale)	Assistant Professor
PB-3, 15600-39100 + 6000	Assistant Professor
PB-3, 15600-39100 + 5400	Admn. Officer/ Librarian /Sr. P.A
PB-2 , 9300-34800 + 4600	Section Officer
Rs. 20000 Consolidated	(Consultant) Prof. Assistant
PB-2 , 9300-34800 + 4200	Tech. Asst / Museum Curator/ Sr. Assistant
PB-1, 5200-20200 + 2800	Semi Prof. Asstt/ Lab. Assistant
PB-1, 5200-20200 + 2400	Lab. Assistant / Assistant
PB-1, 5200-20200 + 1900	Jr. Asstt / Driver / Caretaker / Daftri / Lab. Attendant / Lib. Attendant /G.O./ Mali / Chowkidar / Sweeper
PB-1, 5200-20200 + 1800	Lab. Attendant / Office Attendant / Mali

PB-1, 5200-20200 + 1400	Daftri
PB-1, 5200-20200 + 1300	Sweeper / Mali / Chowkidar
Rs. 5500 Consolidated	Computer Lab. Assistant (Contract)
Rs. 5000 Consolidated	Library Attendant (Contract)
Rs. 4500 Consolidated	Mali / B. El. Ed. Lab. Attendant(Contract)

Manual 11

Budget allocation to the College

The budget and financial estimates are approved by Governing Body and sanctioned by UGC. The budget outlay for the financial year 2008-09 was

Recurring Grant

1. Delhi Administration	4228000
2. UGC	<u>155197000</u>
Total	= <u>159425000</u>

Non Recurring Grant

UGC College of Potential excellence	4200000	Upgradation of Science Labs.
UGC XIth Plan	<u>360000</u>	
Total	<u>4560000</u>	

Manual 12

The manner of execution of subsidy program

Not applicable

Manual 13

Concessions granted by the College

Reservation policies of government of India are followed. Scholarships are given to needy students.

Manual 14

Information available in Electronic form

All the 17 manuals under RTI and other information about the College are available on the College website www.gargicollege.in

Manual 15**Facilities available to citizens for obtaining information.**

Through College Notice Boards, Prospectus and Annual Report during College Day function.

Manual 16**Names, designation and other particulars of Public Information Officers.****1. APIOs**

Shri A B Muthu Raman Sr. P.A.	Ms Neelima Mathur S O Admn
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2 PIO

Mr V S Khan A.O

2. Appellate Authority

Dr. (Mrs.) Meera Ramachandran Principal
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Postal address : Gargi College, Siri Fort Road
New Delhi 110049
e-mail : gargicollege@sifi.com
gargicollege7@gmail.com

Manual 17**Other information**

As mentioned in Sl. No. XIV, XV and through RTI application

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