

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its  organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization <b>Shaheed Sukhdev College of Business Studies (University of Delhi) PSP Area-IV, Dr. K.N. Katju Marg, Sector-16 Delhi-110089</b>	<b>Fully Met</b>
		(ii) Head of the organization <b>Principal</b>	<b>Fully Met</b>
		(iii) Vision, Mission and Key objectives  <b>Mission:</b> To explore new frontiers of knowledge so as to nurture value driven, socially responsive, committed and ethical citizens of the world.	<b>Fully Met</b>

		<p><b>Vision:</b> To create centre of excellence for learning, dedicated to meet aspirations of the society.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• To provide a learning and teaching environment for preparing responsive and ethical managers, technocrats, entrepreneurs and researchers.</li> <li>• To develop and enhance decision making skills and administrative competence in our students and teachers through innovative and cutting-edge education and research.</li> <li>• To establish linkages between industry and academia for fostering leadership quality education, research and consultancy.</li> </ul>	
		<p>(iv) Function and duties <b>Attached (Annexure – 1)</b></p>	<b>Fully met</b>
		<p>(v) Organization Chart <b>Attached (Annexure – 2)</b></p>	<b>Fully met</b>
		<p>(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt</p> <p><b>Attached (Annexure – 3)</b></p>	<b>Fully met</b>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p><b>Attached (Annexure – 4)</b></p>	<b>Fully met</b>
		<p>(ii) Power and duties of other employees <b>Attached (Annexure – 5)</b></p>	<b>Fully met</b>

		(iii) Rules/ orders under which powers and duty are derived <b>Bye-rules of University of Delhi</b>	<b>Fully met</b>
		(iv) Exercised <b>By the Chairman / Principal</b>	<b>Fully met</b>
		(v) Work allocation <b>As per duties / powers allocated to the posts</b>	<b>Fully met</b>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points <b>Chairman-G.B. / Principal – SSCBS</b>	<b>Fully met</b>
		(ii) Final decision making authority <b>Chairman-G.B.</b>	<b>Fully met</b>
		(iii) Related provisions, acts, rules etc. <b>Bye –rules, acts &amp; statutes of University of Delhi</b>	<b>Fully met</b>
		(iv) Time limit for taking a decisions, if any <b>Immediate basis</b>	<b>Fully met</b>
		(v) Channel of supervision and accountability <b>Principal, Teacher-in-charges &amp; nodal officers SSCBS under the overall supervision of Governing Body, who are responsible to the Chairman G.B.</b>	<b>Fully met</b>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered <b>As provided in the rules of the University of Delhi</b>	<b>Fully met</b>
		(ii) Norms/ standards for functions/ service delivery <b>As per the regulations of Govt. of India</b>	<b>Fully met</b>
		(iii) Process by which these services can be accessed <b>By visiting the website of SSCBS as well as University of Delhi</b>	<b>Fully met</b>
		(iv) Time-limit for achieving the targets <b>As prescribed in the directions of Govt. of India</b>	<b>Fully met</b>
		(v) Process of redress of grievances <b>As mentioned in the manual on office procedure (DoPT)</b>	<b>Fully met</b>

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. <b>College Governance, University of Delhi – Calendar (The Act, Statutes and Ordinance)</b>	Fully met
		(ii) List of Rules, regulations, instructions manuals and records. <b>College Governance, University of Delhi – Calendar (The Act, Statutes and Ordinance)</b>	Fully met
		(iii) Acts/ Rules manuals etc. <b>College Governance, University of Delhi – Calendar (The Act, Statutes and Ordinance)</b>	Fully met
		(iv) Transfer policy and transfer orders <b>As per requirement</b>	Fully met
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents <b>Service records of employees, accounts records, documents related to academics and the documents related to students</b>	Fully met
		(ii) Custodian of documents/categories <b>Administrative Officer, Section Officer (Accounts), Store In-charge and Teacher-in-charges</b>	Fully met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. <b>Governing Body of SSCBS</b>	Fully met
		(ii) Composition <b>Chairman, Treasurer, 12 members &amp; Member Secretary</b>	Fully met
		(iii) Dates from which constituted <b>Governing Body constituted on March 3, 2018</b>	Fully met
		(iv) Term/ Tenure <b>For a period of one year</b>	Fully met
		(v) Powers and functions <b>Absolute powers</b>	Fully met
		(vi) Whether their meetings are open to the public?	Fully met

		<b>No</b>	
		(vii) Whether the minutes of the meetings are open to the public? <b>The need does not arise</b>	<b>Not Applicable</b>
		(viii) Place where the minutes if open to the public are available? <b>SSCBS - Office</b>	<b>Fully met</b>
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation <b>Attached (Annexure - 6)</b>	<b>Fully met</b>
		(ii) Telephone, fax and email ID <b>Attached (Annexure -7)</b>	<b>Fully met</b>
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration <b>Attached (Annexure - 8)</b>	<b>Fully met</b>
		(ii) System of compensation as provided in its regulations <b>As per GoI Regulations</b>	<b>Fully met</b>
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority <b>PIO – Ms. Kishori Ravi Shankar, Assistant Professor</b> <b>APIO –Mr. Surender Kumar Jairath, Admn. Officer</b> <b>Appellate Authority - Dr. Poonam Verma, Principal</b>	<b>Fully met</b>
		(ii) Address, telephone numbers and email ID of each designated official. <b>PIO – Address: Shaheed Sukhdev College of Business Studies</b> <b>PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini,</b> <b>Delhi-110089</b> <b>Ph.:011-27573447, <a href="mailto:kishorirshankar@sscbdu.ac.in">kishorirshankar@sscbdu.ac.in</a></b>	<b>Fully met</b>

		<p><b>APIO – Address: Shaheed Sukhdev College of Business Studies PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089 Ph.:011-27573447, <a href="mailto:skjairath@sscbsdu.ac.in">skjairath@sscbsdu.ac.in</a></b></p> <p><b>Appellate Authority – Address: Shaheed Sukhdev College of Business Studies PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089 Ph.:011-27573445, <a href="mailto:principal@sscbsdu.ac.in">principal@sscbsdu.ac.in</a></b></p>	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings <b>Nil</b>	<b>Fully met</b>
		(ii) Finalised for Minor penalty or major penalty proceedings <b>One official has been imposed major penalty under CCS (CCA) Rules</b>	<b>Fully met</b>
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes <b>Nil</b>	<b>Fully met</b>
		(ii) Efforts to encourage public authority to participate in these Programmes <b>Need did not arise</b>	<b>Partially met</b>
		(iii) Training of CPIO/APIO <b>Training programme attended by PIO and APIO</b>	<b>Fully met</b>
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned <b>Provided</b>	<b>Fully met</b>
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	<b>Not Applicable</b>	<b>Not Applicable</b>

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority <b>Attached (Annexure -9 )</b>	<b>Fully met</b>
		(ii) Budget for each agency and plan & programmes <b>Attached (Annexure -10)</b>	<b>Fully met</b>
		(iii) Proposed expenditures <b>Attached (Annexure -11)</b>	<b>Fully met</b>
		(iv) Revised budget for each agency, if any <b>Attached (Annexure - 12)</b>	<b>Fully met</b>
		(v) Report on disbursements made and place where the related reports are available <b>Attached (Annexure - 13)</b>	<b>Fully met</b>
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget <b>No Budget for foreign and domestic tours is available.</b>	<b>Not applicable</b>
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited <b>As an when required for domestic work</b> b) The period of visit <b>As per requirement</b> c) The number of members in the official delegation <b>Nil</b> d) Expenditure on the visit <b>As per TA Rules</b>	<b>Fully met</b>

		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, <b>As provided in GFRs</b> b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured <b>As per GFRs</b> c) The works contracts concluded – in any such combination of the above-and <b>Nil</b> d) The rate /rates and the total amount at which such procurement or works contract is to be executed. <b>Nil</b>	<b>Fully met</b>
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity <b>N/A</b>	<b>Not applicable</b>
		(ii) Objective of the programme <b>N/A</b>	<b>Not applicable</b>
		(iii) Procedure to avail benefits <b>N/A</b>	<b>Not applicable</b>
		(iv) Duration of the programme/ scheme <b>N/A</b>	<b>Not applicable</b>
		(v) Physical and financial targets of the programme <b>N/A</b>	<b>Not applicable</b>
		(vi) Nature/ scale of subsidy /amount allotted <b>N/A</b>	<b>Not applicable</b>
		(vii) Eligibility criteria for grant of subsidy <b>N/A</b>	<b>Not applicable</b>
		(viii) Details of beneficiaries of subsidy programme (number, profile etc) <b>N/A</b>	<b>Not applicable</b>
<b>2.4</b>	Discretionary and non-discretionary	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<b>Not applicable</b>



	grants [F. No. 1/6/2011-IR dt. 15.04.2013]	N/A	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities N/A	Not applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority N/A	Not applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria N/A b) Procedure for getting the concession/ grant and/ or permits of authorizations N/A c) Name and address of the recipients given concessions/ permits or authorisations N/A d) Date of award of concessions /permits of authorizations N/A	Not Applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. Nil	Not Applicable

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens <b>Nil</b>	<b>Fully met</b>
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation <b>Not required</b> b) Day & time allotted for visitors <b>Any time they can met the Principal-SSCBS</b> c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants <b>Provided</b>	<b>Fully met</b>
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any <b>Nil</b>	<b>Not Applicable</b>
		(ii) Detailed project reports (DPRs) <b>Nil</b>	<b>Not Applicable</b>
		(iii) Concession agreements. <b>Nil</b>	<b>Not Applicable</b>
		(iv) Operation and maintenance manuals <b>Nil</b>	<b>Not Applicable</b>

		(v) Other documents generated as part of the implementation of the PPP <b>Nil</b>	<b>Not Applicable</b>
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government <b>Nil</b>	<b>Fully met</b>
		(vii) Information relating to outputs and outcomes <b>Nil</b>	<b>Fully met</b>
		(viii) The process of the selection of the private sector party (concessionaire etc.) <b>Nil</b>	<b>Fully met</b>
		(ix) All payment made under the PPP project <b>Nil</b>	<b>Fully met</b>
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	<b>Fully met</b>
		(i) Policy decisions/ legislations taken in the previous one year <b>Nil</b>	
		(ii) Outline the Public consultation process <b>Nil</b>	<b>Fully met</b>
		(iii) Outline the arrangement for consultation before formulation of policy <b>Nil</b>	<b>Fully met</b>
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website) <b>SSCBS's website</b>	<b>Fully met</b>

3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format <b>SSCBS's website</b>	<b>Fully met</b>
		(ii) Printed format <b>Yes</b>	<b>Fully met</b>
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost <b>All</b>	<b>Fully met</b>
		(ii) At a reasonable cost of the medium <b>Nil</b>	<b>Fully met</b>

#### 4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English <b>Yes</b>	<b>Fully met</b>
		(ii) Vernacular/ Local Language -----	<b>Fully met</b>
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation <b>June, 2018</b>	<b>Fully met</b>
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form <b>College's functions, academic information about all the courses. The facilities of education being provided to the students.</b>	<b>Fully met</b>
		(ii) Name/ title of the document/record/ other information <b>As provided in the college's website,</b>	<b>Fully met</b>
		(iii) Location where available <b>As provided in the college's website,</b>	<b>Fully met</b>
4.4	Particulars of facilities available to	(i) Name & location of the faculty <b>Sh. Surender Kumar Jairath, Admn. Officer, SSCBS</b>	<b>Fully met</b>

	citizen for obtaining information [Section 4(1)(b)(xv)]	(ii) Details of information made available <b>All information concerning the academics in the college</b>	<b>Fully met</b>
		(iii) Working hours of the facility <b>9:00 AM to 5:30 PM (on all working days)</b>	<b>Fully met</b>
		(iv) Contact person & contact details (Phone, fax email) <b>Sh. Surender Kumar Jairath, Mob. 9899705859</b>	<b>Fully met</b>
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance Redressal mechanism <b>It is in place</b>	<b>Fully met</b>
		(ii) Details of applications received under RTI and information provided <b>Information has been provided in annexure- 14 &amp; 15</b>	<b>Fully met</b>
		(iii) List of completed schemes/ projects/ Programmes <b>N/A</b>	<b>Fully met</b>
		(iv) List of schemes/ projects/ programme underway <b>N/A</b>	<b>Fully met</b>
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract <b>N/A</b>	<b>Fully met</b>
		(vi) Annual Report <b>Being published every year</b>	<b>Fully met</b>
		(vii) Frequently Asked Question (FAQs) <b>Nil</b>	<b>Fully met</b>
		(viii) Any other information such as a) Citizen's Charter <b>N/A</b>	<b>Not applicable</b>
		b) Result Framework Document (RFD) <b>N/A</b>	<b>Fully met</b>
		c) Six monthly reports on the <b>N/A</b>	<b>Fully met</b>

		d) Performance against the benchmarks set in the Citizen's Charter <b>N/A</b>	<b>Fully met</b>
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed <b>(Details available in annexure-14)</b>	<b>Fully met</b>
		(ii) Details of appeals received and orders issued <b>(Details available in annexure-15)</b>	<b>Fully met</b>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given <b>As mentioned in the applications and replies issued by SSCBS</b>	<b>Fully met</b>

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs <b>PIO – Ms. Kishori Ravi Shankar, Assistant Professor</b> <b>APIO – Mr. Surender Kumar Jairath, Admn. Officer</b> <b>Appellate Authority - Dr. Poonam Verma, Principal</b>  (b) Earlier CPIO & FAAs from 1.1.2015 <b>Ms. Kishori Ravi Shankar, CPIO,</b> <b>Dr. Poonam Verma, 1<sup>st</sup> Appellate Authority</b>	<b>Fully met</b>
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out ----- (b) Report of the audit carried out -----	<b>Fully met</b>
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment <b>November 13, 2017</b>  (b) Name & Designation of the officers <b>Ms. Kishori Ravi Shankar, Assistant Professor &amp; Nodal Officer</b>	<b>Fully met</b>



		<p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted -----</p> <p>(b) Name &amp; Designation of the officers -----</p>	<b>Fully met</b>
		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted -----</p> <p>(b) Name &amp; Designation of the Officers -----</p>	<b>Fully met</b>

## 6. Information Disclosed on own Initiative

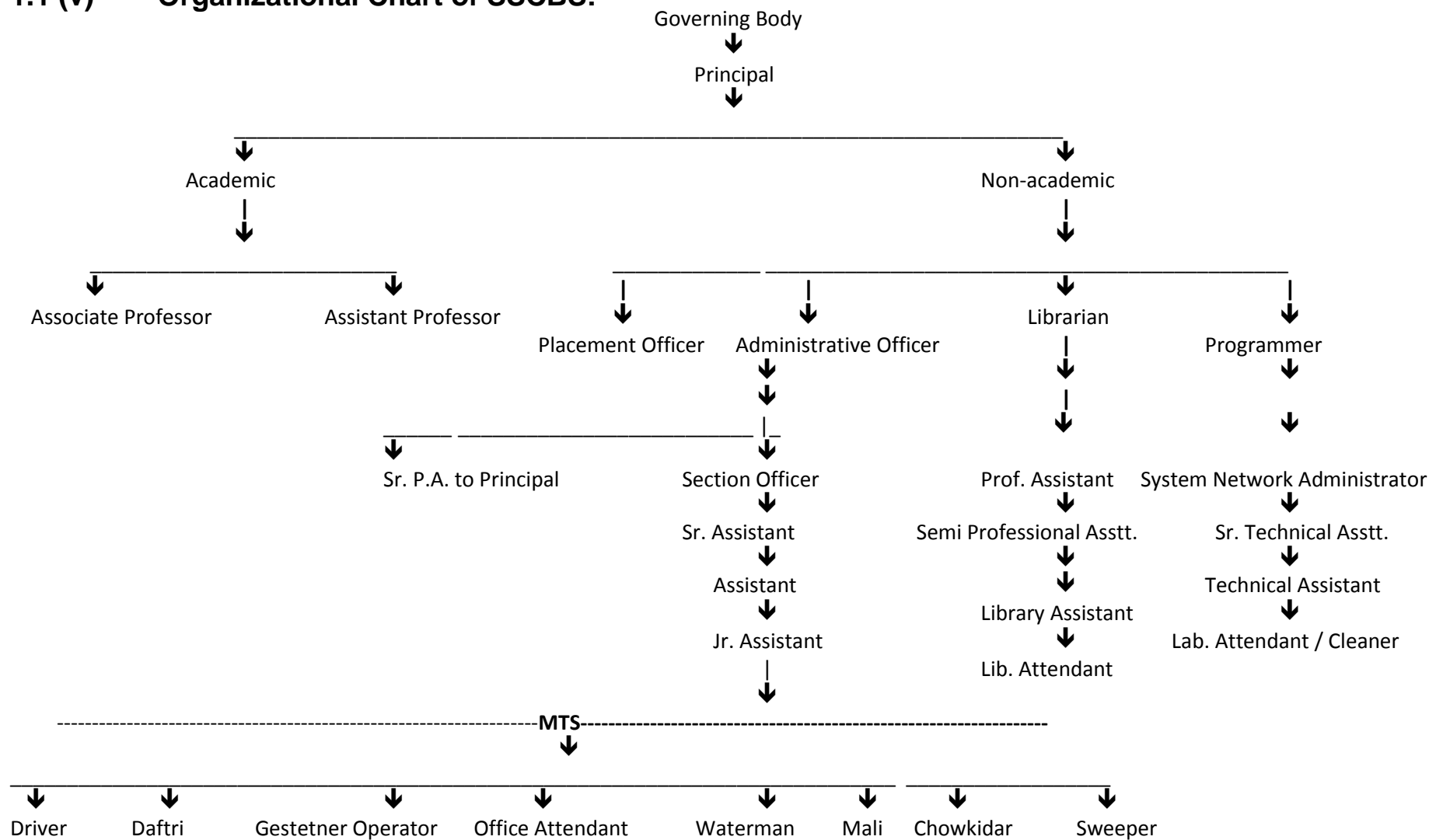
S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Nil	<b>Fully met</b>
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. <b>No</b> (ii) Does the website show the certificate on the Website? <b>No</b>	<b>Fully met</b>

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**The function and duties of SSCBS are under:-**

- (a) Functions and Duties of the College remain 'to impart education under the aegis of the University of Delhi'.
- (b) Services being Provided by the College at present the college offers four courses out of which three are three-year full time degree courses leading to the award of 'Bachelor of Management Studies', 'Bachelor of Business Administration (Financial Investment and Analysis)', and 'B.Sc. (H) Computer Science' degrees. The fourth one is a one-year full time postgraduate diploma course leading to the award of a 'Postgraduate Diploma in Cyber Security & Law'.
- (c) To invite experts from India and abroad who are actively engaged in academic field, training and research.
- (d) To provide the placement opportunity to the students for inviting companies in the college campus.
- (e) To do all things as may be necessary.
- (f) To encourage the students for actively participation in the various activities for all round development of the students
- (g) To encourage the students for participation in the various society's activities for their skill enhancement and personality development.

## 1.1 (v) Organizational Chart of SSCBS:



## Different committees

<u>NAME OF COMMITTEE</u>	<u>NAME OF TEACHER</u>
1. ICC	1. Dr. Sanjay Goyal 2. Dr. Preeti Rajpal Singh 3. Dr. Mona Verma
2. Equal Opportunity Cell	Mr. Neeraj Kumar Sehwat Mr. Tushar Marwaha
3. Discipline Committee	Dr. Sanjay Kumar Goyal Dr. Preeti Rajpal Singh Dr. Hamendra Kumar Porwal Dr. Tarannum Ahmad Ms. Kavita Rastogi Dr. Kumar Bijoy
4. Website Committee	Dr. Ajay Jaiswal Dr. Sameer Anand Dr. Abhishek Tandon System & Network Administrator
5. Canteen Committee	Ms. Kishori Ravi Shankar Dr. Sameer Anand Dr. Amrina Kausar Mr. Onkar Singh Ms. Madhu Totla
6. Budget Committee	Bursar TIC of the Departments & Course Coordinator of BBA (FIA) Staff Council Secretary
7. ICT (Infrastructure Committee)	Bursar TIC Staff Council Secretary System & Network Administrator
8. Admission Committee BMS, BBA(FIA) & B.Sc. (H) Computer Science	Dr. Mona Verma Dr. Nidhi Kesari Ms. Madhu Totla Ms. Paridhi

9. CDC (Career Development Centre)	Mr. Ramesh Kumar Mr. Tushar Marwaha Ms. Sonika Thakral. Mr. Onkar Singh Placement Officer
10. Dalit Grievances Committee	Mr. Narander Kumar Nigam Dr. Abhishek Tandon Mr. Amit Kumar Mr. Ramesh Kumar
11. Library Committee	TIC of the Departments BBA (FIA) & Computer Science Ms. Dipti Khatri (Librarian) Anupam Gupta [Student, B. Tech Section-B] Lokender Singh [Student, B.Tech, Section –A] Yash Jain [Student, BBA(FIA)Section-B]
12. Internal Quality Assurance Cell	Dr. Preeti Rajpal Singh Dr. Rishi Rajan Sahay Dr. Kumar Bijoy Dr. Ajay Jaiswal Dr. Sameer Anand Dr. Amrina Kausar Librarian Mr. S.K. Jairath (A.O) Mr. Ajitabh Saxena (S.O.)
13. North East Students Welfare Committee	Dr. Abhishek Tandon (Nodal Officer) Ms. Saumya Jain Mr. Amit Kumar Ms. Madhu Totla
14. NSDC	Mr. Tushar Marwaha Dr. Abhishek Tandon Dr. Nidhi Kesari
15. Students Financial Assistance Committee	TIC of the Departments & Course Coordinator of BBA (FIA) Staff Council Secretary Bursar
16. NCC	Mr. Ramesh Kumar
17. P.F Committee	Dr. H.K Porwal Dr. Tribhuwan Kumar
18. Time Table Committee	<b><u>Management</u></b> Dr. Amrina Kausar Dr. Gurjeet Kaur Mr. Abhimanyu Verma  <b><u>Computer Science</u></b> Mr. Onkar Singh Ms. Anamika Gupta
19. Heritage Club (Spic Macay)	Dr. Sanjay Kumar Goyal Dr. Ashima Arora

21. Teacher-in-charge(s)/ Coordinator	BMS – Dr. Rishi Rajan Sahay BBA (FIA) – Ms. Amrina Kausar B.Sc. (H) Comp. Sc. – Dr. Sameer Anand
22. Nodal Officer SC/ST/OBC	Mr. Onkar Singh Dr. Mona Verma

**Annexure-4**

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
1	Dr. Poonam Verma	Principal	28.05.2008	Overall responsibility for management, teaching and administration of the college.
2	Mr. Surender Kumar Jairath	Administrative Officer	17.01.2014	Administrative work (Responsible for day to day management of college teaching and routine administrative activities)



## Annexure-5

S.No.	Designation	Powers and Duties
1.	Chairman	<p>The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.</p> <p>In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall, after considering, the opinion of the Principal of the college, takes such action subject to these 'Rule' as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.</p>
2.	Treasurer	<ul style="list-style-type: none"> <li>➤ The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII(4)(1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.</li> <li>➤ The Treasurer shall advise the Governing Body in regard to its financial policy.</li> <li>➤ 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 Statements of Accounts.</li> <li>➤ The Chairman and the Treasurer acting jointly shall be authorised to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.</li> <li>➤ The Treasurer shall be the custodian of the funds and securities of the College.</li> <li>➤ 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 realise interest, dividend, bonds or profit due thereon.</li> <li>➤ All suits and proceedings by or against the College affecting property, investment and other financial matters, shall be filed and defended in the name of the Treasurer.</li> <li>➤ The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.</li> </ul> <p>As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (EC Resolution No.66 dated 27.04.1963),</p>
3.	Principal	<ul style="list-style-type: none"> <li>➤ The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.</li> <li>➤ The Principal shall realise and receive all grants or other money due to the College from the Central and State Governments, and the University and other persons, bodies and authorities</li> </ul>

		<ul style="list-style-type: none"> <li>➤ The Principal shall not accept the membership of the Governing Body of any other College of the University of Delhi.</li> <li>➤ The Principal shall, in addition to his duties as Principal be also required to undertake teaching work in the College or the University.</li> <li>➤ The Principal shall be responsible for the organisation of teaching and co-curricular activities of the College.</li> <li>➤ The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.</li> <li>➤ 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.</li> <li>➤ The Principal shall sanction all types of leave, excepting Study Leave and leave without pay 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.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ 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).</li> <li>➤ The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.</li> <li>➤ The Principal, in order to keep the members of the Governing Body informed of the progress of statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads</li> </ul> <p>As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (EC Resolution No.66 dated 27.04.1963),</p>
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4.	Bursar	<p>The Governing Body on the recommendation of the Principal shall appoint a 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.</p> <p>The Bursar of the College shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College.</p> <p>As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (EC Resolution No.66 dated 27.04.1963),</p>
5.	Associate Professor / Assistant Professor	To impart education, mentoring, counselling.
6.	Librarian	Overall in charge of library.
7.	Administrative Officer	To supervise administrative matters.
8.	Section Officer (Accounts)	To supervise Finance and Accounts.
9.	Senior Personal Assistant	To handle routine correspondence and assist the Principal in day-to-day activities.
10.	Senior Assistant	To maintain service and related records of teaching staff, to help in conduct of exams at various levels and do all related works.
11.	Professional Assistant	To up keep the library.
12.	Technical Assistant	To look after the maintenance of lab and help in conduct of practicals.
13.	Assistant	To maintain service and related records of Non-teaching Staff and other work as assigned.
14.	Semi Professional Assistant	To look after issuance and return of books.
15.	Jr. Assistant / Caretaker	To do typing and other jobs as assigned / to look after maintenance of electrical, stationary, water installation and supervision of normal building repairs.
16.	Driver	To drive the vehicle/vehicles.
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17.	Gestener Operator	To do photocopier and duplicating works.
18.	Daftri	To do filing and assigned works.
19.	Lab. Attendant	To do dusting and other assigned works
20.	Library Attendant	To do dusting and other assigned works.
21.	Office Attendant	To do dusting and other assigned works.
22.	Mali	To do gardening work.
23.	Waterman	To do works as assigned.
24.	Safai Karamchari	To do cleaning work.

**1.8 (i) & (ii) Directory of officers and employees [Section 4(1) (b) (ix)]:**

<b><u>DEPARTMENT OF MANAGEMENT STUDIES</u></b>				
<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>	<b>E-mail</b>
1	Dr. Poonam Verma	Principal	27573445	principal@sscbsdu.ac.in
2	Dr. Sanjay Kumar Goyal	Associate Professor	27573447	sanjaygoyal@sscbsdu.ac.in
3	Dr. Preeti Rajpal Singh	Associate Professor	27573447	preetirsingh@sscbsdu.ac.in
4	Dr. Hamendra Kr. Porwal	Associate Professor	27573447	hamendra@sscbsdu.ac.in
5	Dr. Tarannum Ahmad	Associate Professor	27573447	tarannumahmad@sscbsdu.ac.in
6	Dr. Rohini Singh	Associate Professor	27573447	rohinisingh@sscbsdu.ac.in
7	Ms. Shalini Prakash	Associate Professor	27573447	shaliniprakash@sscbsdu.ac.in
8	Dr. Anuja Mathur	Associate Professor	27573447	anujamathur@sscbsdu.ac.in
9	Mr. Neeraj Kumar	Assistant Professor	27573447	nrjsehrwat@sscbsdu.ac.in
10	Ms. Kishori Ravi Shankar	Assistant Professor	27573447	kishorirshankar@sscbsdu.ac.in
11	Dr. Kumar Bijoy	Assistant Professor	27573447	kumarbijoy@sscbsdu.ac.in
12	Dr. Rishi Rajan Sahay	Assistant Professor	27573447	rajansahay@sscbsdu.ac.in
13	Dr. Amrina Kausar	Assistant Professor	27573447	amrinakausar@sscbsdu.ac.in
14	Mr. Ramesh Kumar	Assistant Professor	27573447	rameshbarpa78@sscbsdu.ac.in

15	Dr. Mona Verma	Assistant Professor	27573447	monavermag@sscbsdu.ac.in
16	Ms. Madhu Totla	Assistant Professor	27573447	madhumaheshwari@sscbsdu.ac.in
17	Dr. Nidhi Kesari	Assistant Professor	27573447	nidhikesari@sscbsdu.ac.in
18	Ms. Paridhi	Assistant Professor	27573447	paridhisaini@sscbsdu.ac.in
19	Dr. Sushmita	Assistant Professor	27573447	sushmita.bhu@sscbsdu.ac.in
20	Mr. Tushar Marwaha	Assistant Professor	27573447	tusharmarwaha@sscbsdu.ac.in
21	Mr. Narander Kr. Nigam	Assistant Professor	27573447	narandernigam@sscbsdu.ac.in
22	Dr. Abhishek Tandon	Assistant Professor	27573447	abhishektandon@sscbsdu.ac.in
23	Mr. Amit Kumar	Assistant Professor	27573447	amit.catlog@sscbsdu.ac.in
24	Mr. Raj Kumar	Assistant Professor	27573447	rajkumarecon@sscbsdu.ac.in
25	Mr. Abhimanyu Verma	Assistant Professor	27573447	vermaabhi@sscbsdu.ac.in
26	Ms. Saumya Jain	Assistant Professor	27573447	saumyajain@sscbsdu.ac.in
27	Dr. Gurjeet Kaur	Assistant Professor	27573447	gurjeetkaur@sscbsdu.ac.in
28	Ms. Ashima Arora	Assistant Professor	27573447	ashima.arora@sscbsdu.ac.in
29	Ms. Anusha Goel	Assistant Professor	27573447	anusha.goel92@sscbsdu.ac.in
30	Ms. Pratibha Maurya	Assistant Professor	27573447	pratibha_maurya@sscbsdu.ac.in
31	Ms. Kunjana Malik	Assistant Professor	27573447	kunjana_vasudev@sscbsdu.ac.in
32	Ms. Surbhi Jain	Assistant Professor	27573447	surbhi.jain@sscbsdu.ac.in
33	Mr. Hemant Kumar	Assistant Professor	27573447	kumar.hemant@sscbsdu.ac.in

34	Mr. Mohd. Rashid Shamim	Assistant Professor	27573447	rashid.shamim@sscbsdu.ac.in
35	Mr. Ravi Yadav	Assistant Professor	27573447	ravi.yadav@sscbsdu.ac.in
36	Ms. Vijaylakshmi	Assistant Professor	27573447	vijaylakshmi801@gmail.com
37	Dr. Satish Kumar Goel	Assistant Professor	27573447	satishgoel2hotmail.com

### **DEPARTMENT OF COMPUTER SCIENCE**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>	<b>E-mail Ids</b>
1	Ms. Kavita Rastogi	Associate Professor	27573447	kavitarastogi@sscbsdu.ac.in
2	Dr. Anamika Gupta	Assistant Professor	27573447	anamikargupta@sscbsdu.ac.in
3	Dr. Ajay Jaiswal	Assistant Professor	27573447	ajayjaiswal@sscbsdu.ac.in
4	Dr. Shikha Gupta	Assistant Professor	27573447	shikhagupta@sscbsdu.ac.in
5	Dr. Sameer Anand	Assistant Professor	27573447	sameeranand@sscbsdu.ac.in
6	Dr. Sonika Thakral	Assistant Professor	27573447	sonika@sscbsdu.ac.in
7	Mr. Onkar Singh	Assistant Professor	27573447	onkarsingh@sscbsdu.ac.in

## **NON-TEACHING STAFF LIST**

<b>S. NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>CONTACT NUMBER</b>	<b>EMAIL ID</b>
1	Mr. S.K. Jairath	Administrative Officer	27573447	skjairath@sscbsdu.ac.in
2	Mr. Sumit Lamba	Sr. P.A. to Principal	27573446	sumitlamba@sscbsdu.ac.in
3	Mr. Ajitabh Saxena	Section Officer (Accounts)	27573447	asaxena.so@sscbsdu.ac.in
4	Mr. Rajinder Jaswal	Assistant	27573447	rajinder.jaswal@sscbsdu.ac.in
5	Mr. Pradeep Verma	Assistant	27573447	p.verma@sscbsdu.ac.in
6	Mr. S.K. Dagar	Assistant	27573447	dagar@sscbsdu.ac.in
7	Mr. Sanjay Batra	Jr. Assistant	27573447	batrasanjay@sscbsdu.ac.in
8	Mr. Rakesh Kumar	Driver	27573447	rakesh.kumar720@gmail.com
9	Mr. Manohar Lal	Daftry	27573447	
10	Mr. Drigpal	Daftry	27573447	
11	Mr. Suman Singh	Office Attendant	27573447	
12	Mr. Umesh Dutt	Office Attendant	27573447	umeshdutt49@gmail.com
13	Mr. Bhupal Chand	Office Attendant	27573447	
14	Mr. Tapan Mandal	Office Attendant	27573447	tapdal@rediffmail.com



15	Mr. Chander Pal	Mali	27573447	
16	Mr. Baleshwar	Mali	27573447	
17	Mr. Krishan Pal	Safai Karamchari	27573447	
18	Mr. Karunesh	Safai Karamchari	27573447	
19	Mr. Nand Kishore	Safai Karamchari	27573447	
20	Mr. Deepak Kumar	Safai Karamchari	27573447	
21	Mr. Vishnu Prasad	Waterman	27573447	

#### **LIBRARY STAFF**

22	Ms. Deepti Khatri	Librarian	27573447	deeptikhatri@sscbsdu.ac.in
23	Dr. Tribhuwan Kumar	Professional Assistant	27573447	tribhuwan@sscbsdu.ac.in
24	Mr. Pushpender Prajapati	Jr. Library Information Assistant	27573447	pushpender@sscbsdu.ac.in
25	Mr. Basant Lal	Library Attendant	27573447	
26	Mr. Mohinder Pal	Library Attendant	27573447	mpalsuraj@gmail.com

#### **COMPUTER LAB STAFF**

27	Mr. Atul Bhardwaj	Technical Assistant	27573447	atulbhar@sscbsdu.ac.in
28	Mr. Jaivarsh Anand	Technical Assistant	27573447	anandjv@sscbsdu.ac.in
29	Mr. Imtiaz Ahmad	Technical Assistant	27573447	imt@sscbsdu.ac.in
30	Mr. Tulsi Ram Sharma	Lab Attendant	27573447	trs70@rediffmail.com
31	Ms. Nidhi Arora	Lab Attendant	27573447	nidhiarora@sscbsdu.ac.in
32	Ms. Archana Pandey	Lab Attendant	27573447	archanamanoj2002@gmail.com

**COONTRACTUAL STAFF**

33	Mr. S.Q. Abbas	Sr. Assistant	27573447	
34	Mr. Hemeder Sharma	Sr. Technical Assistant	27573447	hemant@sscbsdu.ac.in
35	Ms. Laxmi Singh	Jr. Assistant	27573447	laxmi@sscbsdu.ac.in
36	Ms. Champa Negi	Jr. Assistant	27573447	champanegi@sscbsdu.ac.in
37	Mr. Dharmender	Jr. Assistant	27573447	dharmender@sscbsdu.ac.in
38	Mr. Himanshu Yadav	Jr. Assistant-cum-caretaker	27573447	himanshuyadav@sscbsdu.ac.in
39	Ms. Bharti	Library Assistant	27573447	bhartimishra249@gmail.com
40	Mr. Deepak Patel	Office Attendant	27573447	dppatel26@gmail.com
41	Mr. Ravinder Kumar	Driver	27573447	

**List of Employees with Gross Monthly Salary for the Month of August-2018**

<b>S.No.</b>	<b>Employee Name</b>	<b>Designation</b>	<b>Gross Salary</b>
1	Dr. Poonam Verma	Principal	2,32,224.00
2	Dr. Sanjay Kumar Goyal	Associate Prof.	2,22,523.00
3	Dr. Preeti Rajpal Singh	Associate Prof.	2,28,903.00
4	Dr. H.K. Porwal	Associate Prof.	2,22,523.00
5	Dr. Tarannum Ahmad	Associate Prof.	2,35,711.00
6	Dr. Rohini Singh	Associate Prof.	2,35,705.00
7	Ms. Shalini Prakash	Associate Prof.	2,10,336.00
8	Dr. Anuja Mathur	Associate Prof.	2,29,089.00
9	Mr. Neeraj Kumar	Assistant Prof.	1,06,722.00
10	Ms. Kishori R. Shankar	Assistant Prof.	93,781.00
11	Dr. Kumar Bijoy	Assistant Prof.	1,01,714.00
12	Dr. Rishi Rajan Sahay	Assistant Prof.	1,02,014.00
13	Dr. Amrina Kausar	Assistant Prof.	1,01,714.00
14	Mr. Ramesh Kumar	Assistant Prof.	93,781.00
15	Dr. Mona Verma	Assistant Prof.	1,01,714.00
16	Ms. Madhu Totla	Assistant Prof.	89,095.00
17	Dr. Nidhi Kesari	Assistant Prof.	93,569.00
18	Ms. Paridhi	Assistant Prof.	88,882.00
19	Dr. Sushmita	Assistant Prof.	1,01,714.00
20	Mr. Tushar Marwaha	Assistant Prof.	88,882.00
21	Mr. Narander Kumar Nigam	Assistant Prof.	79,115.00
22	Dr. Abhishek Tandon	Assistant Prof.	1,01,714.00
23	Mr. Raj Kumar	Assistant Prof.	88,882.00
24	Mr. Abhimanyu Verma	Assistant Prof.	88,882.00
25	Ms. Saumya Jain	Assistant Prof.	81,234.00
26	Mr. Amit Kumar	Assistant Prof.	88,882.00
27	Dr. Gurjeet Kaur	Asstt. Prof.(Adhoc)	75,867.00
28	Dr. Ashima Arora	Asstt. Prof.(Adhoc)	75,867.00
29	Ms. Anusha Goel	Asstt. Prof.(Adhoc)	75,867.00
30	Ms. Kunjana Malik	Asstt. Prof.(Adhoc)	75,867.00
31	Ms. Pratibha Maurya	Asstt. Prof.(Adhoc)	75,867.00
32	Ms. Surbhi Jain	Asstt. Prof.(Adhoc)	75,867.00
33	Dt. Satish K. Goel	Asstt. Prof.(Adhoc)	75,867.00
34	Mr. Rashid Shamim	Asstt. Prof.(Adhoc)	75,867.00
35	Ms. Vijay Lakshmi	Asstt. Prof.(Adhoc)	75,867.00
36	Mr. Dinesh Meena	Asstt. Prof.(Adhoc)	21,551.00
37	Mr. Ravi Yadav	Asstt. Prof.(Adhoc)	75,867.00

38	Ms. Kavita Rastogi	Associate Prof.	2,16,372.00
39	Dr. Anamika Gupta	Assistant Prof.	1,30,767.00
40	Dr. Ajay Jaiswal	Assistant Prof.	1,27,335.00
41	Ms. Shikha Gupta	Assistant Prof.	1,12,826.00
42	Dr. Sameer Anand	Assistant Prof.	1,38,109.00
43	Ms. Sonika Thakral	Assistant Prof.	93,781.00
44	Mr. Onkar Singh	Assistant Prof.	93,781.00
<b>TOTAL</b>			<b>52,02,497.00</b>
<b>B/F</b>			<b>52,02,497.00</b>
45	Mr. Surender Kumar Jairath	A.O.	1,05,095.00
46	Mr. Sumit Lamba	Sr.P.A. to Principal	79,321.00
47	Mr. Ajitabh Saxena	S.O. (Acct.)	66,954.00
48	Mr. S.Q. Abbas (@ 30,245/- P.M.)	Sr. Asstt.(Contract)	27,318.00
49	Mr. Rajinder Singh	Assistant	69,677.00
50	Mr. Pradeep Kumar Vemra	Assistant	67,227.00
51	Mr. Surender Kumar Dagar	Assistant	46,708.00
52	Mr. Sanjay Batra	JACT	61,242.00
53	Mr. Rakesh Kumar	Driver	31,184.00
54	Ms. Laxmi	JACT (Contract)	18,960.00
55	Ms. Champa Negi	JACT (Contract)	18,348.00
56	Mr. Ravinder Kumar	Driver (Contract)	18,348.00
57	Mr. Himanshu Yadav	JACT Cum Care Taker (Contractual)	18,960.00
58	Ms. Deepti Khatri	Librarian	91,657.00
59	Mr. Tribhuwan Kumar	Prof. Assistant	1,14,028.00
60	Mr. Basant Lal	Library Attendant	53,184.00
61	Mr. Mohinder Pal	Library Attendant	50,373.00
62	Mr. Pushpender Prajapati	JLIA	39,348.00
63	Ms.Bharti Mishra	JLIA (Contract)	18,960.00
64	Mr. Atul Bhardwaj	Tech Assistant	94,232.00
65	Mr. Jaiversh Anand	Tech Assistant	86,545.00
66	Mr. Imtiaz Ahmad	Tech Assistant	81,887.00
67	Mr. Tulsi Ram Sharma	Lab Attendant	48,426.00
68	Ms. Nidhi Arora	Lab Attendant	39,441.00
69	Ms. Archana Pandey	Lab Attendant	39,441.00
70	Mr.Hemender Kumar @ Rs. 23,760/-P.M.	Sr.Tech Assistant (Contract)	23,760.00
71	Mr.Sunny @ Rs. 15,070/- P.M.	Lab Attendant (Contract)	15,070.00
72	Mr. Manohar Lal	Daftri	45,252.00
73	Mr. Drig Pal Yadav	Daftri	45,306.00
74	Mr. Suman Singh	Office Attendant	42,968.00
75	Mr. Umesh Dutt	Office Attendant	42,905.00
76	Mr. Chander Pal	Mali	45,306.00

77	Mr. Baleshwar Ram	Mali	44,056.00
78	Mr. Bhupal Chand Arya	Office Attendant	40,632.00
79	Mr. Tapan Mandal	Office Attendant	37,964.00
80	Mr. Krishen Pal	Safai Karamchari	40,632.00
81	Mr. Nand Kishor	Safai Karamchari	39,441.00
82	Mr. Karunesh Kumar	Safai Karamchari	39,441.00
83	Mr. Vishnu Prasad	Waterman	36,880.00
84	Mr. Deepak Kumar	Safai Karamchari	33,582.00
85	Mr. Deepak patel @ Rs. 15070/- P.M.	Lab Attendant (Contract)	15,070.00
86	Dr. Satnam Singh Gulshan	Ex-Principal	53,338.00
87	Dr. Ram Mehar Singh	Ex-Principal	53,776.00
88	Dr. Tanuja Sharma	Ex-Asso. Prof.	51,840.00
89	Mr. Anup Sen Gupta	Ex Admnt. Officer	26,818.00
90	Mr. Mangu Singh Tyagi	Ex-SPA (Library)	19,765.00
91	Ms. Davinder Kaur Sachdeva	Ex-Tech. Asstt.	20,557.00
92	Ms. Rama Shukla	Ex-Assistant	17,771.00
93	Mr. Mohd. Ahmed	Ex-Daftri	14,955.00
94	Mr. Ramesh Chand	Ex-SPA (Library)	19,731.00
95	Ms. Anita Devi	Nomineof Ex-Driver	13,361.00
96	Mr. Harbhajan Singh	Ex-Driver	16,388.00
97	Ms. Bimlesh Sharma	Ex-SPA (Library)	20,945.00
98	Mr. S Q Abbas	Ex-Sr. Assistant	25,184.00
99	Mr. Jagdev Singh	Ex-Gest. Opnr.	14,736.00
100	Ms. Kavita Kapoor	Ex-Asso. Prof.	65,899.00
<b>TOTAL</b>			<b>76,12,690.00</b>

### **Major Head Wise Summary Statement**

*(Rs. in thousands)*

S. No.	Major Head of Account	Budget Estimates (2017-2018)	Revised Estimates (2017-2018)	Actual Expenditure (2017-2018)	Budget Estimates (2018-2019)
<b><u>Grant-in-Aid (Salaries)</u></b>					
1	Salary & Allowances	1,95,200	1,50,400	86,335	1,65,696
<b>Total</b>		<b>1,95,200</b>	<b>1,50,400</b>	<b>86,335</b>	<b>1,65,696</b>
<b><u>Grant-in-Aid (General)</u></b>					
1	Water & Electricity	15,000	18,000	8,248	26,400
2	Security Services (Outsource in 2017-18)	8,400	4,500	1,048	6,600
3	Maintenacne of Genrator Set	400	420	197	600
4	Housekeeping Serv.(Outsource in 2017-18)	5,000	3,600	1,325	6,000
5	Maintenance of Garden	130	100	5	105
6	R. R. of Furniture & Equipment	420	200	199	450
7	Postage Charges	40	30	21	35
8	Advertisement	200	500	53	500
9	Telephone & Internet Charges	240	1,450	132	2,400
10	Printing & Stationery	420	200	381	240
11	Contingency	400	400	246	400
12	Travelling Allowance	275	150	156	200
13	Audit Fee	3	3	0	3
14	Travelling Allow. for Interview	25	25	0	25
15	Maintenance of Staff Car	300	180	161	200
16	Annual Day Expenses	3	3	3	3
17	College Magazine	147	145	0	153
18	Car Advance	1,260	1,260	0	0
19	Scooter Advance	450	450	0	0
20	Cycle Advance	30	30	0	0
21	Festival Advance	150	108	36	0

22	Computer Advance	300	320	0	400
23	HBA Advance	0	10,000	0	15,000
24	Governing Body Exp.	120	120	18	120
25	Seminar/Workshop/Conference	250	250	0	500
26	Case Material	30	0	0	0
27	Insurance Premium	50	60	56	70
28	Educational Tour	10	10	0	10
29	Computer Stationery	240	240	136	250
30	Maintenance of College Bus	150	150	86	150
31	Maint. of Teaching Aid Equip.	150	150	37	150
32	Legal Expenses	120	120	10	120
33	Reium. of Newspaper & Magazine	40	40	12	40
34	Maint. of Computer, Printer & UPS	330	330	65	330
35	Maint. of College Website	100	50	0	50
36	Publication	100	0	0	0
37	EPBAX Expenses	250	0	0	0
38	Expenses on Training, Research & Development	2,000	2,000	7	2,000
39	Maintenance & AMC of Elect. & Mechanical services by PWD	0	25,200	0	40,200
<b>Total</b>		<b>37,533</b>	<b>70,794</b>	<b>12,638</b>	<b>1,03,704</b>

**Grant-in-Aid (Capital Assets)**

1	Library Books & R.R. Exp. (including Contingency)	715	703	545	744
2	I.T. items	15,000	15,000	3,872	1,000
<b>Total</b>		<b>15,715</b>	<b>15,703</b>	<b>4,417</b>	<b>1,744</b>

<b>GRAND TOTAL OF ALL MAJOR HEADS</b>		<b>2,48,448</b>	<b>2,36,897</b>	<b>1,03,390</b>	<b>2,71,144</b>
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**DETAILS OF RTI APPLICATIONS RECEIVED AND DISPOSED****Last one year financial year****(APRIL TO JUNE 2017)**

<b>S.No.</b>	<b>Received Date</b>	<b>Name of Applicant</b>	<b>Sent through</b>	<b>Fee</b>
1	07/04/2017	Mr. Krishan Swaroop Saroha	BP	IPO
2	19/04/2017	Mr. Shiv N. Nijhawan	Online	Transferred from Govt. of NCT of Delhi
4	05/05/2017	Mr. Abhishek Singh	Online	Transferred from Govt. of NCT of Delhi

**DETAILS OF APPLICATIONS RECEIVED AND DISPOSED****(JULY TO SEPTEMBER 2017)**

<b>S.No.</b>	<b>Received Date</b>	<b>Name of Applicant</b>	<b>Sent through</b>	<b>Fee</b>
1	10/07/2017	Mr. Anantdeep Singh	Online	Transferred from Delhi University
2	25/07/2017	Mr. Chander Kant Sharma	BP	IPO
3	16/08/2017	Mr. Satish Kumar	Online	Transferred from Delhi University
4	14/09/2017	Mr. Gurjeet Singh	Online	Transferred from Delhi Govt.
5	14/09/2017	Mr. Ankur Sharma	BP	IPO



**DETAILS OF APPLICATIONS RECEIVED AND DISPOSED****(OCTOBER TO DECEMBER 2017)**

<b>S.No.</b>	<b>Received Date</b>	<b>Name of Applicant</b>	<b>Sent through</b>	<b>Fee</b>
1	27/10/2017	Mr. S.K. Aggarwal	BP	IPO
2	09/11/2017	Mr. Akhilesh Vaishnav	Online	Transferred from Delhi University
3	01/12/2017	Mr. Mohd Irfah	BP	IPO
4	11/12/2017	Mr. Yogesh Gupta	Online	Transferred from Delhi Govt.

**(JANUARY TO MARCH 2018)**

<b>S.No.</b>	<b>Received Date</b>	<b>Name of Applicant</b>	<b>Sent through</b>	<b>Fee</b>
1	04/01/2018	Mr. Sanjay Kumar	Online	Transferred from Delhi Govt.
2	05/01/2018	Mr. Rajiv Bhatia	Online	Transferred from Delhi Govt.
3	16/01/2018	Mr. Mohd Irfan	BP	IPO
4	25/01/2018	Mr. Prem Kumar	Online	Transferred from Delhi Govt.
5	25/01/2018	Mr. Mahaveer	Online	Transferred from Delhi Govt.
6	01/02/2018	Mr. Rajbir Singh	BP	IPO
7	21/03/2018	Mr. Ashok	Online	Transferred from Delhi Govt.
8	2/03/2018	Mr. Pawan Kumar	Online	Transferred from Delhi Govt.

**ANNEXURE -15****DETAILS OF FIRST APPELATE RECIVED APPLICATIONS RECEIVED AND DISPOSED****Last one year financial year****(APRIL TO JUNE 2017)**

<b>S.No.</b>	<b>Received Date</b>	<b>Name of Applicant</b>	<b>Sent through</b>	<b>Fee</b>
1	04/05/2017	Mr. Shiv N. Nijhawan	BP	BP

**DETAILS OF APPLICATIONS RECEIVED AND DISPOSED****(JULY TO SEPTEMBER 2017)**

<b>S.No.</b>	<b>Received Date</b>	<b>Name of Applicant</b>	<b>Sent through</b>	<b>Fee</b>
	NIL			

**DETAILS OF APPLICATIONS RECEIVED AND DISPOSED****(OCTOBER TO DECEMBER 2017)**

<b>S.No.</b>	<b>Received Date</b>	<b>Name of Applicant</b>	<b>Sent through</b>	<b>Fee</b>
	NIL			

**DETAILS OF APPLICATIONS RECEIVED AND DISPOSED****(JANUARY TO MARCH 2018)**

<b>S.No.</b>	<b>Received Date</b>	<b>Name of Applicant</b>	<b>Sent through</b>	<b>Fee</b>
	NIL			