

# INFORMATION HANDBOOK

**Under**

Right to Information Act 2005

**SHYAM LAL COLLEGE**

**G. T. ROAD, SHAHDARA, DELHI-110 032.**

# INTRODUCTION

The Right to Information Act (RTI Act) intends to set out the practical regime of Right to Information for citizens of India to enable them to have access to information under the control of public authorities in order to promote transparency and accountability in their working.

Section 2 (h) of the Act defines “public authority” as any authority or body or institution of self-government 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 a body owned, controlled or substantially financed by the government. As such, the University of Delhi and its constituent colleges are public authorities. The RTI Act applies to Shyam Lal College.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means the right to information accessible under this Act which is held by or under control of a public authority. In the context of an educational institution, this right includes – (a) inspection of work, documents, records; (b) taking notes, extracts, or certified copies of documents or records; and (c) obtaining information in the form of diskettes, floppies, printouts, etc.

This Information Handbook is divided into 17 manuals.

Manual 12 provides for information on the manner of execution of subsidy programmes. This programme per se is not applicable to the College.

# Manual 1

## [Section 4(1) b (i)]

### Particulars of organisation, functions and duties

#### Establishment & Background

Shyam Lal College is a constituent college of the University of Delhi. It was established in 1964 by Padamshri (Late) Shyam Lal Gupta, the then Chairman of Shyam Lal Charitable Trust. The foundation stone of the college was laid down by Dr. Zakir Hussain, the then Hon'ble Vice President of India and Chancellor of the University of Delhi. It is multi faculty, co-educational college, having at present over 2000 students on its roll in various courses.

The College imparts instruction and training in the following courses:

1. B.A. (Programme)
2. B.A.(Hons.) Economics
3. B.A. (Hons.) English
4. B.A. (Hons.) Hindi
5. B.A. (Hons.) History
6. B.A. (Hons.) Political Science
7. B.Com. (Prog.)
8. B.Com. (Hons.)
9. B.Sc. Physical Science
10. B.Sc. Applied Physical Sciences ( Electronics)
11. Post-graduate Diploma in Cosmetology (PGDC)
12. M.A. Hindi

## **Vision Statement**

The true knowledge liberates an individual from the shackles of ignorance/envy, hatred and narrow-mindedness. Our vision is to mould young minds through education and shape them into citizens who not only excel in the skills they have acquired but are also aware of their responsibility towards the society, our country and the world. We wish to send out from the precincts of this institution young individual who throb to the tune of Vasudev Kutumbakam.

## **Mission**

We recognize the challenges of an interdependent and competitive world and the need for our students to adopt and excel in it. To achieve this, we 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 nourish, nurture and promote holistic higher education with focus on liberal education; with a view to achieve symbiosis between intellectual pursuits and societal needs.

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:**

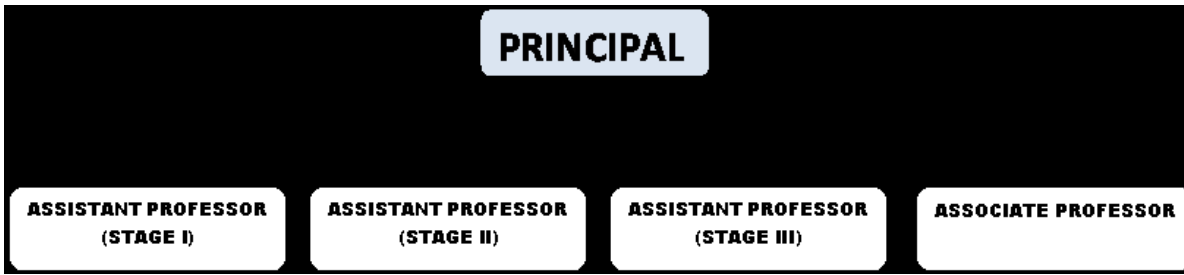
Public involvement in the affairs of the college is through nomination of people from various walks of public life on its Governing Body as per provisions of the Delhi University Act, 1922.

### **Mechanism available for monitoring the service delivery and public grievance resolution:**

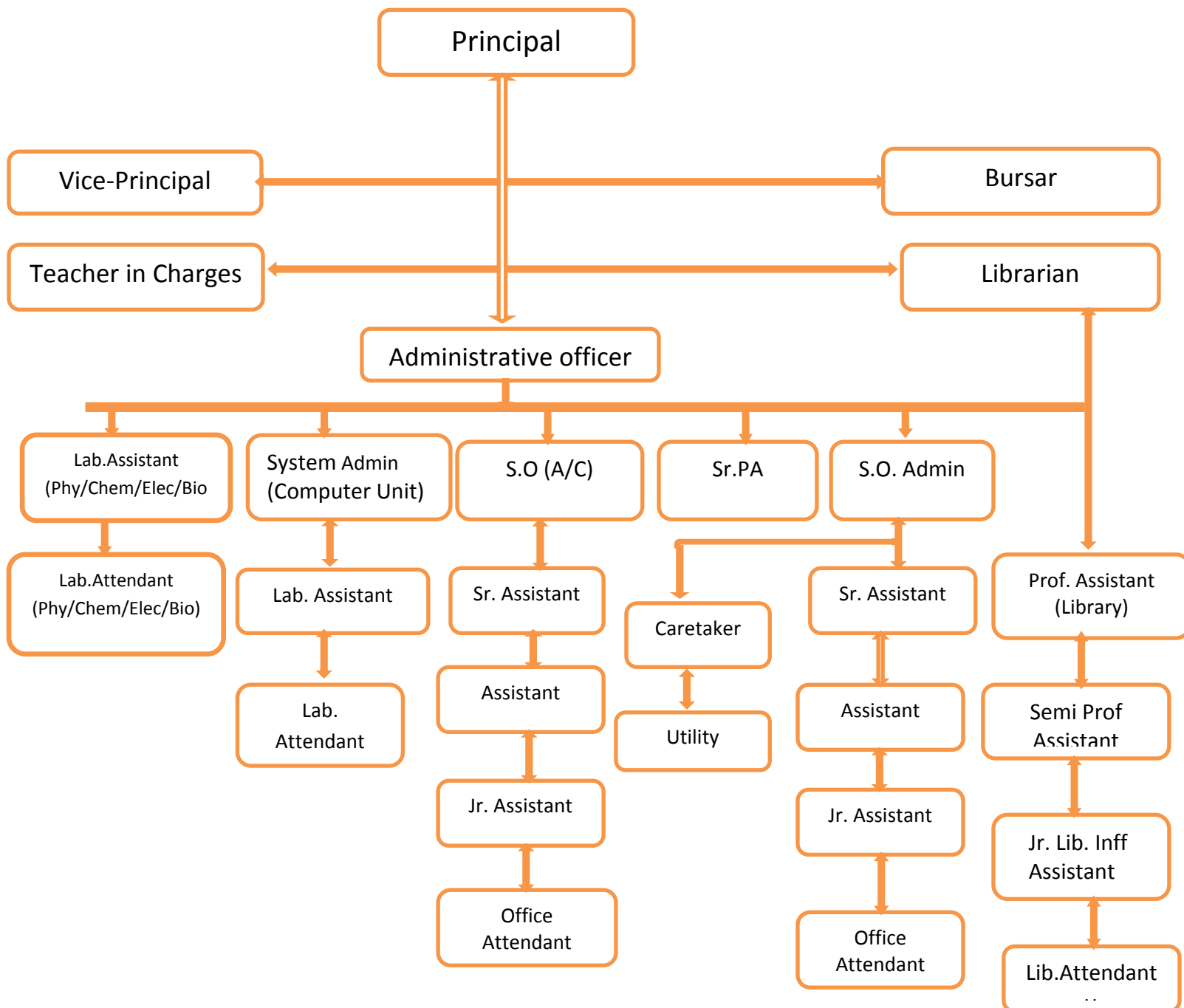
Management of the various activities of the college is supervised by the Principal through designated committees. Monitoring of the affairs of the college is through its Governing Body, Academic Council & Executive Council of the University of Delhi.

**Organisational Chart for teaching and administration:** as Given Below.

# ORGANISATIONAL CHART OF TEACHING STAFF



## ORGANISATION CHART (ADMINISTRATION)



**Location of the College:**

The College is located in East Delhi and is well-connected by Delhi Metro network. The nearest Metro Station is 'Welcome', which falls on Rithala-Dilshad Garden route via. Kashmere Gate. The famous Grand Trunk Road (G.T. Road) passes by the college connecting it to the adjacent territories of Sahibabad and Ghaziabad.

**Address of the College :**

Shyam Lal College, G.T. Road, Shahdara, Delhi-110 032.

**Mailing address and contact numbers:**

[shyamlalcollegeday@yahoo.co.in](mailto:shyamlalcollegeday@yahoo.co.in) Telephone: 2232-4086 Fax. 2232-2201

**Working hours of the College :**

Office Hours : 9.00 a.m. to 5.30 p.m. (Monday to Friday)  
Classes : 8.30 a.m. to 4.45 p.m. (All week days, except Sunday/holidays)

**MANUAL 2**  
**Section 4(1) (b) (ii)****Powers and duties of the officers and employees:**

The Principal is the Chief Executive and Academic Officer of the College. He / She is responsible for appropriate administration and organization of teaching and extra-curricular activities in the College. The Principal is assisted by the Vice Principal and Bursar in discharge of various functions.

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](http://www.du.ac.in))

**Manual 3**  
**Section 4(1)(b)(iii)**

**Procedure followed in decision making process:-**

Decisions in matters of organizing admissions, sports, extra-curricular activities, preparation of college time table, allocation of extra-curricular work of teachers (not involving payment of remuneration) and laying guidelines for purchase of library books and lab. equipments are taken by the Staff Council directly and/or through its duly constituted Committees, subject to the provisions of the Act, Statutes and Ordinances of the University of Delhi.

Decisions regarding institution, suspension or abolition of teaching and non-teaching posts is taken by the Governing Body. The College functions under the general supervision and control of the college Governing Body. The Principal is accountable to the Governing Body.

**Manual 4**  
**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 of Delhi, and (within the framework provided by the University) by Staff Council and Governing Body of the College.

**Manual 5**  
**Section 4(1)(b)(v)**

**Rules, regulations, instructions, manuals and records held by the college or under its control:**

- Statutes of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.
- Ordinances 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, 1971.
- 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.

**Manual 6**  
**Section 4(1)(b)(vi)**

**Categories of official documents and their availability :**

- The college prospectus and the annual reports, which are published every year.
- University Calendar - Vol. I dealing with Statutory provisions. It may also be accessed at Delhi University website: [www.du.ac.in](http://www.du.ac.in)
- University Calendar - Vol. II dealing with various courses. It may also be accessed at Delhi University said website.

**NB:** Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the selection committees and Minutes of the Governing Body and Staff Council are confidential and not available in Public domain.

**Manual 7**  
**Section 4(1)(b)(vii)**

**Mode of public participation and consultations :**

The college Governing Body, which directly supervises the affairs of the college, has 20 (Twenty) members, 12 (twelve) of whom are nominated by the Shyam Lal Charitable Trust. They are eminent personalities of the Society / Representatives of the public. Two members are nominated by the University of Delhi. There are 2 (two) teachers' representatives of Shyam Lal College (M) and 2 (two) teachers representative of the Shyam Lal College (E). Principal of Shyam Lal College (M) is the Member Secretary of the Governing Body and Principal Shyam Lal College (E) is a member of the Governing Body.

Besides the College holds public interaction programs and open sessions at the time of admissions.



**SHYAM LAL COLLEGE (UNIVERSITY OF DELHI) : SHAHDARA, DELHI - 110 03****List of Governing Body members (2011-2012) w.e.f. 01.06.2011 (January-2012)**

S.NO.	NAME	DESIGNATION	ADDRESS	PHONE NUMBER
1	MRS. NIRMALA GUPTA (w.e.f. 01.06.2011)	Chairperson	Shyam Lal Charitable Trust, C/o M/s S.Chand & Co. Ltd., 7361, Ram Nagar, New Delhi - 110055	
2	Mrs. SAVITA GUPTA (w.e.f. 01.06.2011)	TRUST NOMINEE	Chairperson, Atlantic Hotels Pvt. Ltd. 7361, Ram Nagar, New Delhi-110055	9811014021
3	SHRI AMIT GUPTA (w.e.f. 01.06.2011)	TRUST NOMINEE	Co-Chairman, Task Force on Skill Development, PHD Chamber of Commerce & Industry, Managing Committee Member, ASSOCHAM, 7361, Ram Nagar, New Delhi - 110055	9811182918
4	DR. NAROTTAM BHARDWAJ (w.e.f. 01.06.2011)	TRUST NOMINEE	Medical Practitioner, A Block, 179, Shivalik, Malviya Nagar, New Delhi - 110017	9810032613
5	Prof. H.S. SRIVASTAVA (01.06.2011)	TRUST NOMINEE	The Humanity House, 143, Dayananda Vihar, New Delhi- 110092	22374273
6	Mr. ASHOK GANGULY (01.06.2011)	TRUST NOMINEE	Former Chairman, CBSE, H. No. 5/130 C, Vikas Khand-5, Gomati Nagar, Lucknow-226010, Uttar Pradesh	-
7	SHRI V.K.SHARMA (w.e.f. 01.06.2011)	TRUST NOMINEE	Company Secretary, V.K.Sharma & Company, 422, Ocean Plaza, Sector - 18, NOIDA, U.P.- 201301	9811009592
8	SHRI J.L.DHAR (w.e.f. 01.06.2011)	TRUST NOMINEE	HR Consultant, Raghu-Kul's Humanscape, A-3/87, Janak Puri, New Delhi - 110058	9873488737
9	Mr. PURAN CHAND (w.e.f. 01.06.2011)	TRUST NOMINEE	Joint Secretary, COBSE, 6H, Bigjo's Tower, A-8, Netaji Subhash Place, Ring Road, Delhi - 110034	9810720088
10	Mr. RAVI GUPTA (01.06.2011)	TRUST NOMINEE	CSDMS, G-4, Sector 39, NOIDA- 201301, Uttar Pradesh	-
11	Mr. S.K. Gupta (05.08.2011) to (31.05.2012)	TRUST NOMINEE	House No. 502, Street No. 8, Rajindra Nagar, Dehradun- 248001, UTTRAKHAND	9412052853

12	Mrs. RITA WILSON (01.06.2011)	TRUST NOMINEE	1-D, 5, Under Hill Lane, Civil Lines, Delhi-110054	9899969838
13	Shri S.K. VERMA (13.06.2011)	TEACHER REPRESENTATIVE (DAY)	30, SFS Flats, Ashok Vihar-IV, Delhi-110052	011-27303686
14	Dr. VINOD KUMAR (13.06.2011)	TEACHER REPRESENTATIVE (DAY)	H-88, 1st Floor, Karampura, New Delhi-110015	9818271477 011-25116313
15	Prof. S.L. MALIK (13.11.2011)	UNIVERSITY REPRESENTATIVE	Department of Anthropology, University of Delhi, Delhi-110007	9811509630
16	Prof. A.K. SINGH (13.11.2011)	UNIVERSITY REPRESENTATIVE	Department of Zoology, University of Delhi, Delhi-110007	9718421412
17	Dr. Renu Gupta (w.e.f 13.03.2011)	TEACHER REPRESENTATIVE (EVE)	B-191, Ramprastha, Ghaziabad, U.P.	9213759722
18	Dr. Preeti Shukla (w.e.f 13.03.2011)	TEACHER REPRESENTATIVE (EVE)	A-24, Sector-49, NOIDA-201303	8800891901
19	DR. ALKA SHARMA	ACTING PRINCIPAL, SLC (DAY)	Acting Principal, Shyam Lal College (Day), Shahdara, Delhi-110032	9810325759
20	DR. G.P. AGARWAL	PRINCIPAL, SLC (EVENING)	Principal, Shyam Lal College (Evening), Shahdara, Delhi - 110032.	9818998166

**Manual 8**  
**Section 4(1)(b)(viii)**

**Duly constituted Committees of the Staff Council:**

- Admission Scrutiny Committee and various Admission Committees
- Purchase Committee for Science
- Work Load Committee
- Canteen Committee
- Space, Furniture , Establishment & Development Committee
- Sports Committee
- Examination Committee
- Students' Election Committee
- Students' Union Advisory Committee
- Time Table Committee
- Library Committee
- Proctorial Board
- Magazine Committee
- Prospectus Committee
- Fine Arts Committee
- Grievance Committee
- Boys Common Room Committee
- Girls Common Room Committee
- Fee Concession Committee
- Garden Committee
- Staff Council Decisions Implementation Committee
- Conference Allowance and Students' Fund allocation Committee

- Computer Committee
- NSS Committee

### Board & Cell Formed by the College Authorities

- Purchase Board
- College Placement Cell
- Equal Opportunity Cell

### Manual 9 Section 4(1)(b)(ix)

#### Directory of officers and employees :

It is available in printed form as well as on website of the College <http://shyamlal.du.ac.in>

### Manual 10 Section 4(1)(b)(x)

#### Monthly remuneration received by each employee:

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 sixth Central Pay Commission's recommendations are as under.

S.No.	Pay Scales/Pay Band	Acad.Grade Pay/GradePay	Post
1	Rs.37,400-67000(PB-4) Plus Spl.Allow.Rs.3000/	Rs.10,000/-	Principal
2	Rs.37,400-6700(PB-4)	Rs.9,000/-	Associate Professor
3	Rs.15,600-39,100(PB-3)	Rs.8,000/-	Asst. Professor(Stage III)
		Rs.7,000/-	Asst.Professor(Stage II),Librarian(Senior Scale)
		Rs.6,000/-	Asst.Professor (Stage I)
		Rs.5,400/- (Gr.A)	Administrative Officer
4	Rs.9,300-34,800(PB-2)	Rs.5,400/	Professional Assistant(Library)
		Rs.4,600/	Section Officer, Sr.P.A
		Rs.4,200/	Sr.Assistant,Scientific Assistant
5	Rs.5,200-20,200(PB-1)	Rs.2,800/-	Technical Assistant,Semi-Prof.Asstt.
		Rs.2,400/-	Assistant, Lab.Assistant,Driver.
		Rs.1,900/-	Jr.Assistant,Caretaker
		Rs.1,800/-	Lab. Attendant, Library Attendant, Gest.Operator, Daftri, Office Attendant, Farash

**Manual 11**  
**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 U.G.C.

On recommendation of University of Delhi. The Budget outlay for the financial year 2011-12 was:

Recurring	:	Rs 11,80,43,000.00
Non-Recurring	:	Rs. 30,87,076.00

**Manual 12**  
**Section 4(1)(b)(xii)**

**Manner of execution of subsidy programmes :**

Not applicable to the College.

**Manual 13**  
**Section 4(1)(b)(xiii)**

**Concessions granted by the College:**

**In admissions:**

Concessions that are available to various categories of students in admission to the courses are given in the bulletin of information published by the University and the college Prospectus.

- 22½ % of the total numbers 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 no. of seats, course-wise, are reserved for OBC candidates subject to the cut-off percentage for them being within 10% less than the cut-off 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 physically challenged candidates for admission to under-graduate courses.
- The College admits foreign students including those from Sikkim, Nepal, Bhutan and the Kashmiri migrants as and when recommended by the University.
- Not more than 5% of the total number of seats separately both in Honours and Pass courses (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 or directions from the Central Government.**
  - 2. Details of such concessions are available in the admission brochures for respective courses.**
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- ii) Fee Concession:** Granted to needy students on merit-cum means basis.

**(b) Concessions availed by the College**

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

**Manual 14**  
**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 are available on the College website <http://shyamlal.du.ac.in/>

**Manual 15**  
**Section 4(1)(b)(xv)**

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

Through the Notice Boards, College Prospectus, University Calendars and College website.

Information's for general public are disseminated occasionally through press releases, advertisements, etc.

**Manual 16**  
**Section 4(1)(b)(xvi)**

**List of Public Information Officers :**

- Appellate Authority - Principal (Presently, Dr. Alka Sharma, Acting Principal)
- Public Information Officer - Administrative Officer (Presently, Sh.Jagat Singh Chauhan)
- Asstt. Public Information Officer - Section Officer (Admn.)  
(Presently Sh. Mahender Kumar)

All at Shyam Lal College (M), G.T. Road, Shahdara, Delhi – 110032.

**Manual 17**  
**Section 4(1)(b)(xvii)**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her 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/-. The fee is payable with each application which is towards the prescribed cost of processing the request.

Schedule of additional fee can be had from the Public Information Officer of the College. For the time being, the charging 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 prescribed 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:** The above fee shall be payable by way of cash against proper receipt or by Demand Draft or Bankers' Cheque or Indian Postal Order in the name of the Principal, Shaym Lal College.

