

## **INFORMATION HANDBOOK Under Right to Information Act 2005**

<b>Designation</b>	<b>Name</b>	<b>Contact No.</b>	<b>Postal Address</b>
Public Information Officer (Bursar)	Ms. Jugta Singh	011-23711222 Telefax	Bursar Lady Irwin College University of Delhi Sikandra Road, New Delhi-110001
Appellate Authority (Director)	Dr. Anupa Siddhu	011-23711222 Telefax	Director Lady Irwin College University of Delhi Sikandra Road, New Delhi-110001

### **PREAMBLE**

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of 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-

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any
  - o body owned, controlled or substantially financed;
  - o non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

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 the control of any public authority and include the right to

1. inspection of work, documents, records;
2. taking notes, extracts or certified copies of documents or records;
3. taking certified samples of material;
4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through

printouts where such information is stored in a computer or in any other device.’

The *Lady Irwin College 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 sections. Each section deals with unit of information as delineated under section 4 (1) (b). For ease of reference, this is given below.

4. (1) Every public authority shall

(a) Maintain all its records duly catalogued and indexed in a manner and from which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) Publish within one hundred and twenty days from the enactment of this Act,

(i) The particulars or its organization, functions and duties;

(ii) The powers and duties of its officers and employees;

(iii) The procedure followed in the decision making process, including channels of supervision and accountability;

(iv) The norms set by it for the discharge of its of its functions;

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

(vi) A statement of the categories of documents that are held by it or under its control;

(vii) The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the

purpose of its advise, and as to whether meetings of those boards, councils, committees of such meetings are accessible for public;

(ix) A directory of its officers and employees;

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

(xvi) The names, designations and other particulars of the Public Information Officers;

(xvii) Such other information as may be prescribed;

Section 4 b (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to Lady Irwin College.

## **LADY IRWIN COLLEGE INFORMATION HANDBOOK**

### **Section 4(1)(b)(i)**

#### ***Particulars of organization, functions and duties***

Lady Irwin College is a constituent college for women, in University of Delhi, under the memorandum of Association of The Lady Irwin College Society vide Regd.Society Registration Act 1860 (Punjab Amdmt.) 1957 Registration No.4163 1969-70) & maintained by the Governing Body & UGC Grants.

#### ***Objectives***

- Lady Irwin College offers undergraduate and postgraduate education in Home Science in accordance with University of Delhi curriculum. It also supports doctoral programs in five areas of Home Science. Other programmes run are B.Ed. (for students of Home Science), B.Ed Special Education (MR) (For students from all streams) and Postgraduate Diploma in Dietetics & Public Health Nutrition.
- It aims for holistic development of women students, and their capacity building through carefully designed academic programmes and extramural activities.

### ***Vision Statement***

The Lady Irwin College aphorism is VIDYA HI SEWA. The teaching learning transactions true to the motto Endeavour to inculcate a sense of knowledge to serve through carefully designed outreach experiences.

The College has always provided headship to other institutions in the nation in teaching, research and extension in Home Science, both at central universities and Home Science colleges with agricultural institutions.

Lady Irwin College has celebrated 77 years in 2009. The education in this college aims towards capacity building for entrepreneurship, improved quality of life and overall development of the students. It is a nodal and template institution for Home Science education in the country.

The disciplines in the college are artistic, creative, culturally rooted and contemporary. The programmes are scientifically planned which include education in textile technology, food processing, metabolism, environment, sustainable technologies, food safety, health and disease and human development. The focus of college is to have holistic education for the all round development of the students.

High standard of education is maintained in pedagogical strategies and course structuring by the faculty members. The curriculum is internationally competitive. The college hopes to improve the talent and nurture creativity among its students for playing positive role in the society.

### ***Brief history***

From a modest beginning with 11 students in 1932, Lady Irwin College has provided higher education for generations of women. Well into the eighth decade, the college now has over 1100 students on its records

every year. From the initial teaching of a Certificate Course in Home Science, the courses have multiplied, keeping in tune with the times and the changing trends in higher education.

The college has an illustrious ancestry. It was established under the patronage of Lady Dorothy Irwin, by men and women concerned with national issues and the education of women. Among them were the Maharanis of Baroda and Bhopal, Sarojini Naidu, Rajkumari Amrit Kaur, Annie Besant, Kamala Devi Chattopadhyay, Margaret Cousins and Sir Ganga Ram Kaula to name a few. The college has been a template for over 200 colleges and schools offering the discipline of Home Science in India and neighboring countries, providing guidance in development of curricula, programmes and infrastructure.

The buildings of the college campus have been classified and protected as heritage sites. The college was run under the aegis of All India Women's Education Fund Association till 1950. It was then affiliated to the University of Delhi and a B.Sc. Home Science degree course was introduced. The college started receiving financial assistance from the University Grants Commission and is continuing to do so. In 1969, the Lady Irwin College Society (Regd.) was established, commensurate with the requirements of Delhi University to serve as the Governing Body of the college.

Over the years, the college has added bachelor's, master's and doctoral degrees, and facilities for community outreach programmes, inter-college and international exchanges and networking, workshops and seminars, public events, sports and recreation. Since its inception, the staff and students of the college provide research advice and community extension services in nutrition, resource management, human development, and textiles and clothing.

Today Lady Irwin College, a constituent college of Delhi University, has programmes leading to bachelor's degrees in Home Science, Pass and Honours, Master's degrees in **five areas** - Food and Nutrition, Human Development & Childhood Studies, Fabric and Apparel Science, Development Communication & Extension, and Resource Management & Design Application. A Post Graduate Diploma in Dietetics and Public Health Nutrition and bachelor's degrees in Education and Special Education (MR) are also offered. The college has on its rolls doctoral students in all specializations of Home Science.

The college has two prestigious programs:

- (i) Raj Kumari Amrit Kaur Child Study Center- Houses play school, Crèche, Early intervention center in disabilities and daycare.
- (ii) CAS/ UGC- Center for Advanced Studies UGC granted DRS in 1985 and today grants CAS status.

Over the last three years, the physical infrastructure of the college building designed by the famous architect, Walter George, has been refreshed to return to the traditional appearance along with modern facilities. The Delhi Government now recognizes the college building among the several heritage sites in Delhi, and has supported its repair and restoration. Some of the structures such as Hannah Sen Cottage, College Library and Director's Bungalow are more than 75 years old.

The College has highly qualified teaching faculty, many of whom have received national and international recognition for their teaching, research and publications. The teachers also serve as consultants and resource persons for important governmental and voluntary agencies, as well as for universities all over the country and abroad. Teachers are also invited to lead research project in their areas of specialization for institutions like UGC, Government department, National and International agencies.

The college has well equipped laboratories and classrooms and library with about 45,000 books and periodicals. On its campus the college has programmes for the care and education of young children as well as children with disability. These programmes also function as laboratory pre-school and childcare centres and are an adjunct of the department of Human Development and Childhood Studies.

Perhaps the most accurate marker of the success of an academic institution is its alumnae. Graduates of Lady Irwin College occupy top executive positions in national organizations such as the Planning Commission and in international organizations like UNDP. Many are deans of college, eminent teachers and principals of schools.

The College is ideally situated in the cultural hub of Delhi. Art galleries, museums, exhibition grounds, theatre, music and dance facilities are accessible within a radius of a kilometre. It is well connected by Metro.

### ***Duties of the College:***

- It resides Department of Home Science, University of Delhi.
- Organizing and implementing teaching and examinations for award of Bachelor of Home Science, Master of Five Home Science specializations and their Ph.D., B.Ed. and B.Ed. Special Education

(MR) and Postgraduate Diploma in Dietetics & Public Health Nutrition in accordance with the University of Delhi curricula.

- Providing opportunities for holistic development of women students.
- Providing efficient management for students in Residence.
- Providing logistic support to government projects and programs.

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the University of Delhi.
- Designing and conducting Add-on courses for value addition; these include certificate courses, Study Abroad Program.
- Providing co-curricular activities, namely, sports, NCC and NSS.
- Providing opportunities for extra-curricular activities such as fashion show, street play, dramatics, debating, music, dance, quiz, fine arts etc..
- Instituting awards, scholarship, fellowship and financial assistance to students.
- Providing opportunities to faculty for professional development and undertaking research projects.
- Providing and maintaining adequate infrastructure including building, library, laboratories, equipments, computer center, canteen, sports and recreational facilities.
- Providing and maintaining residential facilities for students, faculty and non-teaching staff.

### ***Organization and Administrative Machinery:***

1. A Governing Body, is approved by Delhi University to administer the affairs of the college, as follows:

- 10 members nominated by AIWEFA (Trust)
- 2 Delhi University representatives
- 2 College teachers' representatives
- Principal/Director (Member Secretary of Governing Body)

\* According to Lady Irwin College Society the Principal is called Director.

2. Director. The Governing Body appoints a full time principal on the recommendations of the Selection Committee appointed for the purpose, with the approval of the Executive Council.
3. Vice-Principal appointed by College Governing Body.
4. Bursar appointed by College Governing Body.

5. Teaching staff and librarian, appointed by a duly constituted Selection Commission.
6. Non-teaching staff appointed by a duly constituted Selection Committee.
7. Each department has a teacher in charge, appointed by seniority, for a term of three years.
8. The college has a staff council that operates in accordance with ordinance XX 6-A.

***Expectation of the College from the public for enhancing its effectiveness and efficiency:***

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

***Arrangements and methods made for seeking public participation/contribution:***

Public involvement in the administration of the college is through nomination of people from various walks of public life on its Governing Body. People from public life are invited to the college to contribute towards the teaching and cultural experience in their relevant fields of specialization.

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

Management of the various activities of the college are supervised by the Governing Body and through the designated authorities and procedure. Monitoring of the affairs of the college is through the Governing Body, UGC and University of Delhi.

***Address of the College***

Office of the Director, Lady Irwin College, Sikandara Road, Delhi 110001

***Working hours of the College:***

- Office: 9:30 a.m. to 6.00 p.m. (Monday to Friday)
- Teaching: 8.40 a.m. to 5.00 p.m. (Monday to Saturday in accordance to the time-table)

**Section 4(1)(b)(ii)**

***Powers and duties of the officers and employees:***

- The Director is the principal academic and executive officer of the college. She is responsible for appropriate administration, organization, instruction and management of affairs of the college, as stipulated in University Calendar Ordinance XX.
- Powers and duties of other authorities and employees are also as stated in the University Calendar.

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

***Procedure followed to take a decision on various matters:***

- Decisions in various matters are taken by the appropriate authorities of the College as per the procedures laid down under various Ordinances, rules and regulations of the University.

**Section 4(1)(b)(iv)**

***Norms set by the college for the discharge of its functions:***

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

The Staff Council is the academic body of the college. Subject to the provisions of the Delhi University Act, 1922, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination of the college and other academic matters. Staff Council Committees have been listed in section 4 (1) (b) (viii).

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

***Rules, regulations and instructions used:***

- Statutes of the college as contemplated under Ordinance XX University Maintained Colleges.
- Regulations/instructions for admission regarding all the courses (under-graduate/postgraduate) in accordance with University of Delhi notification.
- University Non-teaching Employees (Terms & Conditions of Service) Rules, 1971
- Various rules/instructions concerning personnel management for the teaching and non-teaching staff working in the college.

- 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.

### **Section 4(1)(b)(vi)**

#### ***Official documents and their availability:***

#### **I**

- College Prospectus
- Information Handbook under RTI Act 2005
- Hostel- Bulletin of Information
- Director's Annual Report
- Internal Assessment and attendance record of students
- Advertisement

These are available on the website: [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)

- Faculty profile
- Forthcoming events
- Facilities and services
- Projects of the college

#### **II Official document are maintained for**

- Minutes of the Governing Body
- Audit Reports
- Certified Annual Accounts

#### **III**

- University of Delhi, Calendar-Volume I dealing with statutory provisions.
- University of Delhi, Calendar- Volume II dealing with various courses.

These are available in printed form from the University of Delhi.

Note: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of the college until these are printed, will remain confidential and not available in the public domain.

### **Section 4(1)(b)(vii)**

#### ***Mode of public participation:***

Various statutory bodies of the College Governing Body comprise of eminent people from society and representatives of public who directly participate in the affairs of the College. The College Governing Body has following representative from the public.

- Ten persons nominated by the AIWEFA to the College Governing Body from the various fields of public.
- The College Complaint Committee has representatives from the public.

### **Section 4(1)(b)(viii)**

#### ***Councils, Committees, Faculties, Departments, etc. under the College:***

- The College Governing Body as per University Calendar Ordinance XX.
- Staff Council as per University Calendar Ordinance XX.
- Staff Council Committees.
- Purchase Committee
- Building and Maintenance Committee
- College Complaint Committee (Sexual Harassment)
- Allotment Committee (Staff Quarters)
- Admission Committee (1) Undergraduate (2) Postgraduate
- Joint Consultative Committee (students)
- Hostel Committee
- Six Postgraduate Departments : Teacher In-charges by seniority (tenure 3 yr by rotation).

### **STAFF COUNCIL COMMITTEES (2009-2010)**

**Director de facto Chairperson of all Committees**

**May 2009**

QUOTED EX- OFFICIO

JOINT CONSULTATIVE COMMITTEE (JCC)

EXECUTIVE COMMITTEE

TIME-TABLE COMMITTEE & SPACE ALLOCATION COMMITTEE

ATTENDANCE COMMITTEE

ACADEMIC COMMITTEE

PROVIDENT FUND COMMITTEE

FINANCE COMMITTEE

DISCIPLINARY COMMITTEE Renamed as COLLEGE COMPLAINTS COMMITTEE (CCC)

LIBRARY ADVISORY COMMITTEE

COMPUTER RESOURCE CENTRE

GARDEN COMMITTEE

CO-CURRICULAR COMMITTEE

ORIENTATION COMMITTEE 2009

PUBLICITY COMMITTEE

CORE COMMITTEE FOR SEMESTER COURSES (UG/PG)

UG ADMISSION COMMITTEE 2009

PG ADMISSION COMMITTEE 2009

BUILDING AND MAINTENANCE COMMITTEE

CALENDAR COMMITTEE

CANTEEN COMMITTEE

HOSTEL COMMITTEE

PROSPECTUS COMMITTEE

SECTION LIST 2009-2011

FACULTY HOUSING COMMITTEE

PLACEMENT CELL

SPECIAL LECTURES

PRIZES & SCHOLARSHIP

PURCHASE COMMITTEE

EDITORIAL COMMITTEE

ROYALTY COMMITTEE

HOUSE EXAMINATION

INTERNAL ASSESSMENT

MENTORING

**The composition of college complaints committee is as per Delhi University rules. Students and staff can contact following members in the college:**

- Ms. Kiran Kapoor (Students staff Advisor)
- Ms Usha Sharma (Hostel Warden)

**Section 4(1)(b)(ix)**

***Directory of officers and employees:***

LIST OF PERMANENT TEACHING STAFF AS ON 1.12.2009

<b>Sl. No.</b>	<b>N A M E</b>	<b>Designation</b>	<b>DEPTT.</b>
1	Anupa Siddhu, Dr.	Director	FN
2	Veena Kapur, Ms.	Reader	FAS
3	Usha Maini, Ms.	Reader	Chemistry
4	Sushma Kashyap, Dr.	Reader	FN
5	Vinita Narula, Dr.	Reader	FN
6	Neerja Sharma, Dr.	Reader	HDCS
7	Shashi Guglani, Dr.	Reader	Education
8	Veenu Seth, Dr.	Reader	FN
9	Jugta P Singh, Ms.	Reader	Physics

10	Bhanumathi Sharma, Ms.	Reader	HDCS
11	Salila Thomas, Dr.	Reader	FN
12	Usha Sharma, Ms.	Reader	Phy. Education
13	Veena Gupta, Dr.	Reader	FAS
14	Anjali Capila, Dr.	Reader	DCE
15	Girish B Choudhary, Dr.	Reader	Education
16	Nandita Chaudhary, Dr.	Reader	HDCS
17	Jayanti Dutta, Dr.	Reader	HDCS
18	Geeta Katarya, Dr.	Reader	HDCS
19	Asha Singh, Dr.	Reader	HDCS
20	Sushma Goel, Dr.	Reader	RMDA
21	Archna Kumar, Dr.	Reader	DCE
22	Vinita Bhargava, Dr.	Reader	HDCS
23	Mona Suri, Dr.	Reader	FAS
24	Sudha Sachdeva, Ms.	Lecturer	DCE
25	Shraddha Kapoor, Dr.	Reader	HDCS
26	Renu Malaviya, Dr.	Reader	Education
27	Renuka Gupta, Dr.	Reader	Zoology
28	Kalyani Singh, Dr.	Reader	FN
29	Sangeeta Goomer, Dr.	Reader	FN
30	Simmi Bhagat, Dr.	Reader	FAS
31	Bhawana Chanana, Ms.	Reader	FAS
32	Seema Sekhri, Dr.	Reader	FAS

33	Ritu Mathur, Dr.	Reader	FAS
34	Renuka Pathak, Dr.	Reader	FN
35	Ravinder Chadha, Dr.	Reader	FN
36	Priti Joshi, Dr.	Reader	HDCS
37	Meenakshi Mittal, Dr.	Reader	RMDA
38	Sarita Anand, Dr.	Reader	DCE
39	Mani Bhasin Kalra, Ms.	Reader Grade	Education
40	Neena Bhatia Kaul, Dr.	Reader	FN
41	Deepali Rastogi, Dr.	Reader	FAS
42	Sabina Sethi, Ms.	Reader Grade	FAS
43	Aparna Khanna, Ms.	Reader Grade	DCE
44	Kiran Kapoor, Dr.	Reader	FAS
45	Madhuri G Nigam, Dr.	Sr. Lecturer	FAS
46	Puja Gupta, Dr.	Sr. Lecturer	RMDA
47	Manisha Sabharwal, Dr.	Sr.Lecturer	FN
48	Pulkit Mathur, Dr.	Sr.Lecturer	FN
49	Rupa Upadhyay, Dr.	Sr.Lecturer	Botany
50	T G Rupa, Dr.	Sr.Lecturer	RMDA
51	Pooja Raizada, Dr.	Lecturer	FN
52	Punya Pillai, Dr.	Lecturer	HDCS
53	Ruchira Agarwal, Ms.	Lecturer	FAS
54	Lalita Verma, Ms.	Lecturer	FN
55	Anjana Kumari, Ms.	Lecturer	FN

56	Prachi Mishra, Ms.	Lecturer	FN
57	Savita Sagar, Ms.	Lecturer	HDCS
58	Indra Chander, Dr.	Lecturer	HDCS
59	Vibha Yadav, Ms.	Lecturer	FAS
60	Shanta Rani Tirkey, Ms.	Lecturer	RMDA
61	Priti Rishi Lal, Dr.	Lecturer	FN
62	Dolly Florence M., Dr.	Lecturer	HDCS
63	Neelima Asthana, Dr.	Sr.Lecturer	Education
64	Richa Mehta, Ms.	Lecturer	Education
65	Subhash Chander, Mr.	Lecturer	Education
66	Sarita Jain, Dr.	Librarian	Library

**Abbreviations:**

**FN** – Food & Nutrition

**HDCS** – Human Development & Childhood Studies

**RMDA** – Resource Management & Design Application

**FAS** – Fabric & Apparel Science

**DCE** – Development in Communication & Extension

**LIST OF NON-TEACHING STAFF AS ON 1.11.2009**

<b>S. NO</b>	<b>NAME</b>	<b>DESIGNATION</b>
<b>OFFICE STAFF</b>		
1	Vijay Ram	S. O. Accounts
2	Ashok Kumar Kohli	SPA
3	Balram Gupta	Offg. S.O. Admn
4	Satyapal Singh	Asstt.
5	Gomati Sridhar	Asstt.
6	Kalam Singh Gosain	Asstt.
7	Seema Das	Jr. Asstt. Typist
8	Mangal Singh	Jr. Asstt. Typist
9	Himanshu Singh	Jr. Asstt. Typist
10	Chattar Singh	Caretaker
<b>LIBRARY STAFF</b>		
1	Sarita Jain	Librarian
2	Vandana Goel	Prof. Asstt.
3	Anju Arora	S P A
4	Madan Singh Mehra	S P A
5	Shiv Ratan	Lib. Attendant
6	Ramesh Singh Mehra	Lib. Attendant
7	Asha Rani Dhingra	Lib. Attendant
8	Narain Singh Bisht	Lib. Attendant
9	Dorothy Massih	Lib. Attendant

10	Kamal Singh Giri	Lib. Attendant
11	Jyoti Prakash	Lib. Attendant
<b>TECHNICAL STAFF</b>		
1	S P Sharma	Tech. Asstt.
2	K M Sharma	Tech. Asstt.
3	Ravi Bhushan	Tech. Asstt.
4	Mukund Lal	Tech. Asstt.
5	R L Chittoria	Gas Mechanic
<b>LABORATORY ASSISTANTS</b>		
1	S N Maurya	
2	Shankar Dutt	
3	Pitambar Dutt	
4	Bharat Bhushan	
5	Som Nath	
6	Sunil Singhal	
7	Prem Lata	
8	B K Valli	
9	Mangal Singh Rawat	
10	B D Pant	
11	Rajvir Singh	
12	Balbir Singh	
13	Puran Chand	
14	S K Pathak	
15	S C Saklani	

16	Baldev Prasad
17	Purshottam Saini
18	Inder Mohan
19	B D Yadav
20	Rakesh Dogra
21	Rajpal Singh
22	Jaswant Singh
23	Jaspal Kaur
24	Shiv Singh Bhamoria
25	Sushil Kumar
26	Vinod Kumar Dabas
27	S L Saini
28	Jagdish Singh
29	Mohan Singh Rana
30	Raj Kumar
31	U C Kandpal
32	Ram Singh Bisht
33	Suresh Kumar
34	Chander Singh Gosain
35	Giri Raj Dogra
36	Rajender
37	Sanjay Kanojia
38	K P Katwal
39	Devendra Sharma

40	Jeewan Singh Mehra
41	Madho Singh
42	Anita Chauhan
43	Pratap Chand Bhamoria
44	Sube Ram
45	Inderjeet Kaur
46	Ram Singh Gosain
47	Naresh Kumar
48	Vijay Kumar S/O Amar Singh
<b>LABORATORY ATTENDANTS</b>	
1	Dharmender Kumar Singh
2	Bhajan Singh
3	Chander Singh Rawat
4	Dhrup Singh
5	Pratap Singh Rawat
6	Raja Ram
7	Nabi Iqbal
8	Kalam Singh Rawat
9	Vijay Kumar Singh S/O Ramlayak Singh
10	Mahavir Prasad Bhatt
11	Khushi Ram
12	Madan Kumar
13	Vinod Prasad Bhatt
14	Ravinder Kumar

15	Matbar Singh Rana
16	Sandeep Solanki
17	Surma Devi
18	Sangeeta
19	Dimple Rani
20	Usha Devi
21	Lakshmi Rawat
22	Anuradha Sharma
23	Sudesh Kumari
24	Naveen Singh
25	Vinod Kumar Singh
26	Dharmesh
27	Sita Ram Bhatt
28	Jai Kishan
29	Manju Sharma
30	Kapileshwar Sah
31	Ved Prakash
32	Rose Marry
33	Reena Sejith nee Krishnan
34	Sunil Kumar
35	Ved Prakash Maurya
36	Yogesh Dutt
37	Bal Kishan
38	Dinesh Kumar

39	Susheel Kumar	
40	Devi Lal	
41	Sonu Kumar Sah Gond	
42	Vikas Kumar	
43	Shamshad Begum	
<b>CLASS IV</b>		
1	Avtar Singh	Daftri
2	Munir Ahmed	Daftri
3	Chandrika Prasad	Office Attendant
4	Ms. Alma	Office Attendant
<b>SAFAI KARAMCHARIS</b>		
1	Hari Chand	
2	Rohtas	
3	Rajeev Kumar	
4	Anil Kumar	
<b>DRIVER</b>		
1	Naveen Singh	
<b>CHOWKIDARS</b>		
1	Bhopal Singh	
2	Mohan Lal	
3	Singh Bahadur	
4	Danniel Massih	
5	Mahipal Singh	
6	Yashoda Devi	

7	Ramdhan	
8	George Massih	
<b>MALIS</b>		
1	Ram Baran	
2	Sudershan	
3	Ram Dass	
4	Bindra Prasad	
5	Om Prakash	
6	Mohammad Yaseen	
7	Ramesh Kumar	
8	Suresh Kumar	
<b>HOSTEL KARAMCHARIS</b>		
1	Pitambar Datt	Cook
2	Gore Lal	Cook
3	Purshottam	Cook
4	Surat Mani	Cook
5	Matbar Singh	Bearer
6	Nirmala Devi	Bearer
7	Suresh Bhatt	Bearer
8	Banwari Lal	Bearer
9	Vijay Singh	Bearer
10	Makan Singh	Bearer
11	Vinod Prasad	Bearer
12	Ram Kewal	Bearer

13	Vijender Singh	Bearer
14	Manju Chauhan	Bearer
15	Dabal Singh	Bearer
16	Angoori Devi	Safai Karamchari
17	Munish Kumar	Safai Karamchari
18	Mahesh Chand	Chowkidar
19	Madhu Kumari	Hostel Clerk

### **Section 4(1)(b)(x)**

#### ***Monthly remuneration received by each of its employee:***

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the college.
- Certain facilities are outsourced as per UGC and D.U. guidelines.

#### **Monthly remuneration received by each of its employee**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University of Delhi.

<b>S.No</b>	<b>Pay Band+ Grade Pay</b>	<b>Posts</b>
1	37400-67000+10,000	Principal
2	37400-67000+9000	Associate Professor
3	15600-39100+6000	Assistant Professor, Librarian
4	15600-39100+5400	Administration Officer
5	9300-34800+4600	Section Officer, Sr. P.A
6	9300+34800+4200	Prof. Assistant
7	9300+34800+4200	Sr. Assistant
8	5200-20,200+2800	Semi-Prof. Assistant
9	5200-20,200+2400	Assistant
11	5200-20,00+1900	Jr. Assistant
12	5200-20,00+1900	Caretaker
13	5200-20,00+1900	Library Attendant
14	5200-20,200+1800	Daftri
15	5200-20,200+1800	Office Attendant

### **Section 4(1)(b)(xi)**

#### ***Budget allocated to each agency:***

- The budget and the financial estimates are as approved by the Governing Body and presented before the University/ University Grants Commission.
- Certain facilities are \* as per UGC and DU guidelines.

#### **Income & expenditure Statement (as on September 2009):**

<b>Income</b>	<b>Rs. In Lakh</b>	<b>Expenditure</b>	<b>Rs. In Lakh</b>
Grants in Aid :		Salaries & Allowances:	
State Government		Teaching Staff	337.62
UGC	653.77	Other Staff	252.25
Other Agencies			
<b>Total</b>	<b>761.30</b>	<b>Total</b>	<b>589.87</b>
Donations and Contribution	13.00	Scholarships	- *
Fees from Students	3.00	Books & Journals	0.80
Other Sources	0.50	Equipment and Labs	10.04
		Maintenance & Utilities	3.30
		Other Expenses	66.26
<b>Total Income</b>	<b>670.2</b>	<b>Total expenses</b>	<b>670.2</b>

**\* will disburse 2 lakh in November 2009.**

### **Section 4(1)(b)(xii)**

#### ***Manner of execution of subsidy programmes:***

- Not applicable to the college.

### **Section 4(1)(b)(xiii)**

#### ***(a) Concessions granted by the college:***

Concessions that are available to various categories of students for admission to various courses are given in the Bulletin of Information.

- 22.5% of the total number of seats is reserved for candidates belonging to SC/ST (15% for SC and 7.5% for ST).
- 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 paramilitary

personnel, killed/disabled in action or those who died/were disabled on duty. 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).

- The OBC reservations are being carried out in phased manner as per University of Delhi guidelines.
- 3% seats are reserved for physically challenged candidates for admission to undergraduate courses.
- 5% seats in the first year of each course in colleges are reserved for foreign students.
- Relaxation to the extent of 5% in the minimum marks is given to the nominees of Nepal Government/Royal government of Bhutan to determine their eligibility for admission to the course concerned.

The reserved category seats are filled by central admission carried out by the Office of the Dean of Students Welfare and Office of the Advisor, Foreign Students as the case may be and college Admission Committee.

- 5% of the total number of seats separately both in Honours and Pass courses (for first year of the under-graduate courses) are offered for admission on the basis of sports and co-curricular distinctions.

**Note:**

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 of the college.
3. Category seats are filled by central admission through college admission committee. The students can directly apply to college also.

***(b) Concessions availed by the college:***

The college avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

***(c) Financial Assistance to students:***

The college provides financial assistance to needy students. Following is the list of scholarships and assistance given to students in the current

session. The Scholarships are given after scrutiny of Scholarship Committee of Staff Council. The prizes are given on merit.

S.No.	Name of Scholarship	Amount (Rs.)	Name of Awardees	Class
1.	Sushma Palmer Scholarships	6000/- 6000/- 6000/-	Jyoti d/o Nathu Ram Sakshi Mehra Nayera Masoodi	M.Sc. F & N (II) M.Sc. F & N (II) Ph. D. Scholar
2.	Avtar K. Kaul Scholarships	6000/- 6000/-	Avneet Kaur Richa Pritwani	M.Sc. F & N (I) M.Sc. F & N (I)
3.	Kellog's Scholarship	4000/-	Joshita Lamba	M.Sc. F & N (I)
4.	Avtar Singh Bedi Scholarship	4000/-	Priyanka Sharma	M.Sc. F & N (II)
5.	Iqbal Singh Bedi Scholarship	4000/-	Sakshi Khurana	DDPHN
6.	Indrawati Pasricha Scholarship & Col. Bhargava Scholarship	1000/-	Eti Bhamri	DDPHN
7.	Raushini Deshpande Memorial Scholarship	1000/-	Gagan Preet Kaur	M.Sc. RMDA (II)
8.	Harinder Rajinder Singh Sawhney PG Scholarship	2000/-	Neha Taneja	M.Sc. RMDA (I)
9.	Durga Deulkar Memorial Scholarships (Two)	1000/- 1000/-	Swati Gupta Priyanka Puri	M.Sc. RMDA (I) M.Sc. RMDA (I)
10.	Pritam Kaur Scholarships (Two)	7500/- 7500/-	Ngurdingliani Sailo Z. K. Chhuakling	M.Sc. HDCS (II) M.Sc. HDCS (II)
11.	Padmini Scholarship	2500/-	Kalpna Jamwal	M.Sc. HDCS (I)
12.	S. Anandalakshmy Scholarship	1000/-	Shipra Suneja	M.Sc. HDCS (II)
13.	Ethel Waring Scholarship	1000/-	Ruchi Aggarwal	M.Sc. HDCS (II)
14.	O. P. Grover Scholarship	4000/-	Lisa L. Pachuau	M.Sc. FAS (II)
15.	M.C. Nagpal Memorial Scholarship	2500/-	Sarla Rana	M.Sc. FAS (I)
16.	R D Sardana Memorial Scholarship	2500/-	Preeti Kaur Sachdeva	M.Sc. FAS (I)
17.	Hardeo Sahai Scholarship	1200/-	Divya Singhal	M.Sc. FAS (I)
18.	P.L. Seth Memorial Scholarship	4000/-	Hanspria	M.Sc. DCE (II)
19.	Leelawati Kapur Memorial	3200/-	Aditi Aggarwal	M.Sc. DCE (II)

Scholarship

20.	Pushpa Chandhok Memorial Scholarships (Three)	3000/- 2500/- 2500/-	Khalida Sana Shobha d/o Ramdas Simmi d/o Balbir Singh	B.Ed B.Ed B.Ed
21.	Suman Sachdeva Scholarship	5000/-	Megha Katyan	B.Ed
22.	Santosh Bhasin Memorial Scholarship	4000/-	Alka d/o Surender Singh	B.Ed
23.	B. Tarabai Scholarship & Bina Roy Scholarship	1000/-	Kiran Chauhan	B.Ed
24.	Fena Scholarship	4000/-	Gurpreet Kaur	IIIrd Yr Pass
25.	S. Sampuran Singh Memorial Scholarship	4000/-	Bharti d/o Vijay Pal	IIIrd Yr Pass
26.	Yashpal Singh Bajaj Memorial Scholarship	4000/-	Rasnika Amra	IIIrd Yr Pass
27.	Sunita Ghai Memorial Scholarship	4000/-	Pooja Rai	IIIrd Yr Pass
28.	Patni Scholarship	4000/-	Divya Chaturvedi	IIInd Yr Hons
29.	Bawa Wadhwa Scholarship	8000/-	Rachita Malik	IIIrd Yr Pass
30.	Ved Lata Sud Memorial Scholarship	5000/-	Delphina Gomes	IIIrd Yr Pass
31.	Haveli Ram Pasricha Scholarships (Two)	4000/- 4000/-	Ritu Singh Deepa d/o Roshan Lal	IIIrd Yr Hons IIIrd Yr Pass
32.	PNB Housing Finance Scholarship	5000/-	Yatika Arya	IIInd Yr Pass
33.	Madan Manchanda Scholarship	3200/-	Aditi Dhama	IIIrd Yr Hons
34.	Saria Trust Scholarships (Two)	5000/- 5000/-	Surbhi Jain Arunima d/o Dharam Vir	IIIrd Yr Hons IIInd Yr Hons
35.	Vaish Associates Advocate Scholarships (Two)	4000/- 4000/-	Suriti Sachdeva Vyomika Bhardwaj	IIIrd Yr Hons IIInd Yr Hons
36.	Harinder Rajinder Singh Sawhney	2000/-	Ankita Chitkara	IIIrd Yr Hons

37.	U.G. Scholarship Vidvant Kaur Memorial Scholarship	1000/-	Vandana Rajput	IIIrd Yr Pass
38.	Raj Rani Scholarship	1000/-	Chanchal Sinha	IIIrd Yr Pass
39.	Kamla Mehta and Puran Singh Madan Scholarship	1000/-	Shweta Solan	IIIrd Yr Hons.
40.	B. Shanta Scholarship & Mrinalini Devi Scholarship	800/-	Twinkle Bahal	Ist Yr Pass
41.	Anuradha Goswani Scholarship & Monisha Mehra Scholarship	800/-	Nupur Goel	IIIrd Yr Pass
42.	L.I.C Society Fund Scholarships	3500/- 3500/- 3500/- 3500/- 3500/- 3500/- 3500/- 3500/- 3000/- 3000/- 2500/- 2500/- 2500/- 2500/- 2000/-	Vasundhara Singh Saloni Dutta Hriiyiphro Kayina Shishi Khawlneikim Pooja d/o Susheel Kumar Neha Arora Kiran Bala Bharti Nayna Punj Parul Chowdhary Tina Chauhan Upma d/o Rajendra Shweta Prajapati Juhi Kapil Madhuri d/o P. Kumar Heena Wadhwa	M.Sc. FN (I) DDPHN M.Sc. RMDA (II) M.Sc. RMDA (II) M.Sc. RMDA (I) M.Sc. FAS (I) B.Ed B.Ed. (MR) IIIrd Yr Pass IInd Yr Pass IIIrd Yr Pass IIIrd Yr Pass IIIrd Yr Hons IIIrd Yr Hons IIIrd Yr Hons
43.	Student Aid Fund Scholarships	4000/- 4000/- 4000/- 3000/- 3000/- 3000/- 3000/- 3000/- 3000/- 3000/- 2500/- 2500/- 2500/- 2500/- 2500/- 2500/- 2500/-	Garima Renu Mishra Sunaina Thakur Vasundhara Jecin Joseph Kavita d/o Rohtash Singh Manu Tandon Suman d/o Amarpal Swati d/o Tarachand Manpreet Kaur Rashmi Tete Neeru d/o Mehak Singh Anjali Lal Seema d/o Arjun Singh	M.Sc. FAS (I) IInd Yr Pass Ist Yr Hons. IIIrd Yr Hons. IIIrd Yr Pass IIIrd Yr Pass IIIrd Yr Pass IIIrd Yr Pass IIIrd Yr Pass IIIrd Yr Pass B.Ed. (MR) B.Ed. (MR) IIIrd Yr Pass IInd Yr Hons. IInd Yr Hons. IInd Yr Pass IInd Yr Pass

2500/-	Jyoti d/o Rattan	IInd Yr Pass
2500/-	Bahadur	IInd Yr Pass
2500/-	Jyotsana d/o Gyan	IInd Yr Pass
2500/-	Chand	Ist Yr Hons.
2500/-	Pankhury d/o Radhey	Ist Yr Pass
2500/-	Shyam	Ist Yr Pass
2000/-	Komal d/o Mani Ram	B.Ed.
2000/-	Urvashi d/o Narender	B.Ed.
2000/-	Singh	B.Ed.
2000/-	Sangeeta d/o Mr.	B.Ed.
2000/-	Bhikhari	IIIrd Yr Pass
2000/-	Komal Rathi	IIIrd Yr Pass
2000/-	Dharkan Aggarwal	IIIrd Yr Pass
2000/-	Jyoti Rani d/o Satish	IIIrd Yr Pass
2000/-	Kumar	IIIrd Yr Pass
2000/-	Suman Kumari	IIIrd Yr Pass
2000/-	Shalini Yadav	IIIrd Yr Pass
2000/-	Paridhi Narang	IIIrd Yr Pass
2000/-	Nisha Jha	IInd Yr Hons.
	Isha Rizvi	
	Kimi Manchanda	
	Lakshmi Balyan	
	Namrata Punia	
	Radhika d/o Rajesh	
	Kohli	
	Shaivya Rani	
	Shikha Sharma	
	Shubhangi Dalmia	
	Gopali Saini	

#### **Section 4(1)(b)(xiv)**

##### ***Information available in electronic form:***

- The college has adopted wide scale computerization of data management in administration account section of the college and hostel. All correspondence is computer generated.
- Information made publically available can be accessed at [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)
- All the information about the college is available on the college website – [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)
- The website is edited from time to time.

#### **Section 4(1)(b)(xv)**

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

- Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the website [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in) Some of the publications (College Prospectus) is priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the college website – [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)

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

***Public Information Officer:***

- Mrs. Jugta Singh, Bursar , Lady Irwin College, University of Delhi.

***Appellate Authority:***

- Dr. Anupa Siddhu, Director, Lady Irwin College, University of Delhi, Delhi.

**Other Information**

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

The college website ([www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)), the University of Delhi website ([www.du.ac.in](http://www.du.ac.in)) are the repository of information.

The person seeking of the information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the University of Delhi. For the time being the rates are as follows:-

1. Rs. 2/- per page of A-4 or A-5 size.
2. Actual cost for sizes bigger than A-4 or A-5.

3. In case of printed material, the printed copies could be purchased from the college.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.
6. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.

A major portion of the information will be available from the University Calendars Volumes I & II, and other rules as applicable to the college from time to time and printed syllabi for various courses.