

INFORMATION HANDBOOK

Under

Right to Information Act 2005

Satyawati College

[University of Delhi]

Ashok Vihar, Phase-III, Delhi-110052

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 Satyawati 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

Satyawati College is a constituent College of the University of Delhi. It was established in the year 1972 by the Government of Delhi. The College is named after a great freedom fighter, Behen (Sister) Satyawati, grand-daughter of Swami Shraddhanand, who worked in close association with leaders like Mahatma Gandhi, Jawahar Lal Nehru, Jai Prakash Narain and Sarojini Naidu. She toiled incessantly, till her death at an early age of 39 years, towards uprooting poverty, ignorance, and communalism. She was named Toofani Behen (Stormy Sister) by Mahatma Gandhi, for her zeal and determination. Satyawati Devi was an ardent freedom fighter from Delhi, who was instrumental in encouraging a large number of women to participate in the 'Civil Disobedience Movement. Her commitment to national liberation and her dedication to women's freedom remains awe-inspiring. Her speeches and acts of defiance during the time of freedom struggle embody the spirit of the College.

As prospective students of the college, you must acquaint yourself with the background and history of the college. Satyawati College, which is run by the Delhi Government, is one of the most prominent & prestigious, off-campus colleges of the University of Delhi. The College is centrally located in Ashok Vihar, North Delhi and has a sprawling campus that is spread over an area of 10 acres. It is a co-educational institution and attracts students from all social strata.

There are ten Departments and several courses. Apart from brilliant academic distinctions, our students also have exemplary achievements in extracurricular activities. The College maintains an inclusive atmosphere for students from diverse socio-economic, cultural and regional backgrounds and provides them with the requisite constructive atmosphere to interact with each other.

The College also takes pride in its magnificent, state-of-the-art Dr. K.P. Bhatt Satya Auditorium, one of the best in the University of Delhi. The spacious auditorium can host events in the spheres of academics, arts, and other co-curricular activities. In order to motivate the students to excel in sports and ensure their holistic development, the College has a full-fledged Sports Department situated in a separate block. It also takes care of the special training needs of persons with disabilities. The College has a modern, well-equipped Seminar Room, Computer Laboratory, and a fully computerized and air-conditioned Dr. Haldar Memorial Library which has diverse collections of books and periodicals. There are additional facilities such as a seminar room, canteen, bank, a photocopier, etc. The College offers campus-wide Wi-Fi to both students and faculty. Student-oriented societies like Arts and Culture, Debating, Dramatics, Film and Photography, NSS, NCC, FCC, North East Society, along with individual department-based Societies contribute to making the College a lively, dynamic space for our students. Through a string of activities, the College tries to foster creative and critical thinking among the students. A dedicated team of teachers works actively towards the integrated development of students so as to enable them to carve out a niche for themselves in their chosen fields.

The College imparts instruction and training in the following courses:

Undergraduate Course	Post Graduate Courses	Certificate Courses	Diploma Courses
B.A. (P)	MA (Political Science)	French	French
B. Com (H)		German	German
B.Com			
Economics (H)			
English (H)			
Hindi (H)			
History (H)			
Political Science (H)			
Sanskrit (H)			
Urdu (H)			
B.Sc. (H) Mathematics			

VISION

Satyawati College is a premier institution that aims to attain excellence in both academic and non-academic aspects. The holistic development of students is at the core of institutional practices. The college ceaselessly strives to create a robust and congenial environment conducive to innovation and progressiveness. Both academic and extracurricular measures are implemented in accordance with this idea. Freedom of expression, unhindered quest for knowledge, and respect for culture is the hallmark of this college. The college remains committed to yield optimistic, ingenious, resolute, and passionate intellectuals and leaders who will contribute to society's transformation, and in effect this nation, in every possible way.

It is the resolve of our Officiating Principal, Prof. Nirmal Jindal, to take Satyawati College to the next level. Her objective is to make the college one of the best colleges in Delhi University by improving the quality of teaching and research. For this purpose, several initiatives have been taken to introduce technology and digitize the library. The college library has arranged faculty access to the e-resources to DU central library and National Library of Information Services that enables access of thousands of books free of cost, across the world. The college has purchased a zoom subscription that enables the participation of 500 candidates. In order to encourage the environment of interactive and participative education, the emphasis is on organizing National and international webinars on contemporary issues. Faculty members are encouraged to take research projects funded by UGC/ ICSSR. All Departments are allotted separate rooms equipped with a computer and

a printer. The college has also developed a dynamic website for complete resource management.

MISSION

Satyawati College is committed to providing experiential knowledge that not only enhances the cognitive calibre but also encourages students to build a strong character. In order to achieve the same, the mission of the college is:

- To foster all-around development of students through a multi-faceted education.
- The college aims at the welfare of students and staff members.
- It is striving to develop a girls' hostel.
- Develop smart classrooms.
- Intend to develop an alumni wall of illustrious alumni to inspire its incoming students. It will instill confidence among the current stream of students.
- To nurture an ecosystem that promotes democratic values, inclusiveness of diverse peoples and cultures, and freedom of expression and creativity
- To maintain a sustained engagement with local, national, and global communities, and nurture lifelong inspired learners from across the globe in line with our cultural ideal of 'Vasudhaiva Kutumbakam'.
- To promote civic ecology practices on campus and beyond for a sustainable relationship between human community and nature
- To inculcate critical thinking and add to the pool of knowledge

Organisational Chart for teaching and administration: It is available on website of the College www.satyawati.du.ac.in under Tab Organization Setup.

Location of the College:

The College is located in Ashok Vihar, Phase-III, Delhi-110 052

Address of the College:

Satyawati College, Ashok Vihar, Phase-III, Delhi-110 052

Mailing address and contact numbers:

principal@satyawati.du.ac.in Telephone: 011-27219570

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 2.30 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)

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

- ✓ 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 consisting of 20 members:

1. Twelve persons to be nominated by the Govt. of NCT of Delhi, out of which six persons will be from the panel of names sent by the University to the Govt. of NCT of Delhi
2. Two University Representatives to be nominated by the University of Delhi
3. Principal of the Day College - Ex-officio (Member-Secretary)
4. Principal of the Evening College
5. Two Teacher representatives from the Day college
6. Two Teacher representatives from the Evening college

Special Invitee of Governing Body

1. One from Non-teaching Staff from the Day College
2. One from Non-teaching Staff from the Evening College

The Governing body is headed by the Chairman of the governing body. The Chairman was elected among the members of the Governing Body. The Treasurer is appointed by the Governing Body from among its own members.

List of Governing Body members: - It is available on website of the College www.satyawati.du.ac.in under Tab Governing Body.

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

Duly constituted Committees of the Staff Council:

It is available on website of the College www.satyawati.du.ac.in under Tab Administration and Sub Tab Committees.

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

Directory of officers and employees:

It is available on website of the College www.satyawati.du.ac.in under Tab Administration and Faculty.

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 Seventh Central Pay Commission's recommendations are as under.

Level	Post
AL-14	Principal and Professor
AL-13A	Associate Professor
AL-12	Assistant Professor (Stage III)
AL-11	Assistant Professor(Stage-II)
AL-10	Assistant Professor (Stage I)
Level-10	Administrative Officer
Level-6	Professional Assistant(Library) Senior Technical Assistant Senior Assistant
Level-7	Section Officer Senior Personal Assistant
Level-5	Semi Professional Assistant
Level-4	Assistant
Level-2	Junior Assistant
Level-1	Office Attendant, Sweeper, Library Attendant, Computer Lab Attendant, Mali, Security Guard

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.

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.

Fee Concession: Granted to needy students on merit-cum means basis Concessions availed by the College

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 www.satyawati.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 – Prof. Nirmal Jindal, Officiating Principal

Public Information Officer – Dr. Sohan Lal, Department of English

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 timebeing, the charging rates are as under:-

Rs. 2/- per page of A-4 or A-3 size, created or copied. Actual cost for sizes bigger than A-4 or A-3.

In case of printed material, the printed copies could be had from the College counter on payment of the prescribed price.

For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof)

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, Satyawati College