DYAL SINGH COLLEGE
(University of Delhi)
Lodhi Road, New Delhi- 110003

RTI - INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT-2005

PUBLIC INFORMATION OFFICER

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APPELLATE AUTHORITY

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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 the public authority 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
    - body owned, controlled or substantially financed;
    - non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

Following 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.

Dyal Singh 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 RTI Information Handbook deals with units of information as delineated under section 4(1) 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 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 of 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 the college for the discharge 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 its advise, and as to whether meetings of those boards, councils, committees of such meeting s 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 agencies, 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 Dyal Singh College.

Section 4(1)(b)(i)

The particulars of the Organization, Functions and Duties

Name of the Organization	**Dyal Singh College** **(University of Delhi)**
Address	Lodhi Road, New Delhi 110003
Establishment	1952
Working hours of the College	**Office**: 8.30 a.m. to 4.30 p.m. (Monday to Friday) **Teaching**: 8.30 a.m. to 4.30 p.m. (Monday to Saturday)

DYAL SINGH COLLEGE
(University of Delhi)
Lodhi Road, New Delhi- 110003

Contact	Phone: 011-24367819, 011-24365948, Fax: 011-24365606
Website	**http://dsc.du.ac.in**

Dyal Singh College is a constituent college maintained by the University of Delhi under Ordinance **XX-E**. It is a co-educational Institute.

Brief History of College

Dyal Singh College owes its origin to the extreme generosity and foresight of Sardar Dyal Singh Majithia, founder of 'The Tribune', Punjab University and 'Punjab National Bank', who willed his vast wealth in 1895 for the setting up of an Education Trust for a truly secular college. Consequently, Dyal Singh College was established in Lahore in 1910. After the Partition of India, Dyal Singh College was established in Karnal and in 1952 at Delhi. It started functioning in the capital at Rouse Avenue as a constituent College of the University of Delhi w.e.f 05.08.1959 and at its present location since 16.10.1962. During 1963-1967, it functioned in 2 units from 8.30 am to 4.30 pm. The University of Delhi took it over as a University Maintained institution in 1978.

Vision

- To facilitate the development of youth as nation-builders through higher education.
- To inculcate critical thinking among teachers and students.
- To instil the principles of democratic values, tolerance, empathy, compassion and sensitivity so that students become responsible citizens.
- To provide affordable and quality education to students across sections of society.
- To create individuals having knowledge alongside human values.

Mission

- To adapt and grow with changing times and ideas of the new world to train students to develop critical thinking using several pedagogical tools.
- Through institutional practice encourage students to follow law of the land.
- Using the latest learning resources equips students with adequate knowledge to compete in the present employment setup.

- By adopting several formal and informal modes of communication sensitize the students towards Environment, Gender, Human Rights and Social Justice.
- To create an atmosphere of camaraderie and composite culture for effective integration of students coming from diverse regional and social backgrounds.

Objectives

- Dyal Singh College offers undergraduate and postgraduate education in humanities, social sciences and basic sciences in accordance with the University of Delhi curriculum.
- It aims for the holistic development of students, and their capacity building through carefully designed academic programs and extramural activities.
- It offers research opportunities for undergraduate, postgraduate and Ph. D students as well as for faculty engaged in research in their respective areas

Duties of College

Organizing and implementing teaching and examinations for the award of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Master of Arts, Master of Science degrees in accordance with the University of Delhi curricula.

- Providing opportunities for the holistic development of students.
- Providing opportunities for academic upgradation of faculty members
- Providing efficient management for students, teaching and non-teaching staff

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the University of Delhi.
- Providing co-curricular activities, namely, sports, NCC for boys as well as girls and NSS.
- Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, quiz, fine arts etc.
- Instituting awards, scholarships, fellowship and financial assistance to students.
- Providing opportunities to faculty for professional development, undertaking research projects and guiding PhD scholars.
- Providing research internship opportunities to undergraduate and post graduate students of Delhi University and other Universities.

- Providing and maintaining adequate infrastructure including building, library, laboratories, equipment, canteen, sports and recreational facilities.

Organization and Administrative Machinery

1. A Governing Body, constituted by the Executive Council, Delhi University to administer the affairs of the college, as follows:
- The Chairperson of the College Governing Body is appointed/nominated by the Vice-Chancellor, University of Delhi
- Treasurer of the University is Ex-Officio member of the Governing Body
- The Principal of the college acts as Member-Secretary of the Governing Body
- Not less than five and not more than eight members appointed by the Executive Council, not necessarily from among themselves, including one old student of the college.
- Two members of the teaching staff by the rotation according to seniority for a term of one year. One of the teachers' representatives shall be from among those with more than ten years of service; and one from among those with less than ten years service. If however, eligible candidates are not available in one of those categories, both the representatives may be taken from the other.
2. Principal: 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 on the recommendation of Principal.
4. Bursar appointed by College Governing Body on the recommendation of Principal.
5. Teaching staff and librarian, appointed by a duly constituted Selection Committee.
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 one year.
8. The college has a staff council that operates in accordance with ordinance XX-E.

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.

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.

Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

- The Principal is the principal academic and executive officer of the college. He/ She is responsible for appropriate administration, organization, instruction and management of affairs of the college, as stipulated in University Calendar Ordinance XX.
- The officers and employees are appointed by the college in accordance with rules and regulations of University of Delhi. Powers and duties of other authorities and employees are also as stated in the University Calendar. They discharge their official duties in accordance with the directions and instructions given in the calendar or by instructions issued by the University of Delhi from time to time.

Section 4(1)(b)(iii)

The procedure followed in the decision-making process, including channels of supervision and accountability

- Decisions in various matters are taken by The Chairperson, Members Governing body and Officers 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.
- The Internal Quality Assurance Cell (IQAC) of the college is responsible for initiating activities and programs for the enhancement of standards of higher education in college.

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 and Conditions of Service) Rules-2013, [Under Ordinance XXII-D]
- 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:

- Handbook of Information/ College Prospectus
- RTI - Information Handbook Under Right to Information Act-2005
- Principal's Annual Report
- Constitution of Dyal Singh College Students Union
- Advertisements: Teaching and Non-Teachings
- IQAC Documents: IQAC Members, AQARs Reports, SOP, Annual Event Calendar, Minutes and Action Taken Reports.

These are available on the website: http://dsc.du.ac.in

- The College Timetable
- Course Details, Faculty Details, Society Details
- Academic Calendars through Delhi University Link
- Examination Schedules
- Scholarship Notices
- Administrative Notices
- Students, Attendance Records
- Students, Internal Assessment Records
- Examination Results through Delhi University Link
- Student Satisfaction Survey Link
- Alumni Registration Link
- University Acts, Statutes and Ordinances

Section 4(1)(b)(vii)

Arrangements and methods made for seeking public participation /contribution:

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.

- Two persons nominated by the Vice-Chancellor to the College Governing Body from the various fields of public.
- The Internal Complaint Committee (ICC) has one representative from the public.
- Public involvement in the administration of the college is through nomination of people from various students, people of public life in IQAC.
- Feedback from parents of students is collected through Parent-Teacher Association specific to different departments and are analyzed by IQAC for integration in college functioning.

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.
- Departmental Committees
- Internal Complaint Committee (ICC)
- Anti-Ragging Committee
- Smoke Free Campus Comittee
- SC/ST/OBC Cell
- Enabling Unit
- North-East Cell

Section 4(1)(b)(ix)

Directory of officers and employees:

- It is available in digital form on College website.

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.

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 of Delhi and University Grants Commission.

Section 4(1)(b)(xii)

Manner of execution of subsidy programs

- Not applicable to the college.

Section 4(1)(b)(xiii)

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 for candidates belonging to Scheduled Caste/Scheduled Tribes (15% for SCs and 7.5 % for STs)
- 27% seats are reserved for applicants belonging to Other Backward Classes (Non-Creamy layer Central List)
- As per the University of Delhi notifications, Reference No. Aca.I/Reservation of EWSs/2019/63 dated 28th March 2019 and Reference No. ACA. I/Reservation of EWSs/2019/101 dated 15th March 2019,and reference No. Aca. I/Reservation of EWSs /2019 /101 Dated 15th May 2019 for the reservation for Economically Weaker Sections (EWSs) Category, the University Departments/Centres/Colleges have reserved 10% seats for admission for the same from Academic Year, 2019-20 and 15% seats in 2020-2021.
- 5% seats are reserved for candidates having minimum 40% (benchmark) disabilities (PwBD).
- 5% of seats are reserved for candidates under CW (Armed Forces) categories.
- 5% seats are reserved course-wise for wards of Kashmiri Migrants.
- The college follows the steps as defined by the University of Delhi on its portal for admission under ECA quota. Details of distribution of seats is given in College Information Bulletin.
- Sports Quota admissions are done directly by University of Delhi.
- The guidelines for admission to Sports seat are as per the University of Delhi.
- Reservation of seats for wards Quota (Supernumerary Seats). Detailed information is given in Bulletin of Information.

*Latest admission related details are available in the latest bulletin of information of the College/University.

a. 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.

b. Financial assistance to students:

The college provides financial assistance to needy students in the form of fee concession.

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. All correspondence is computer generated.
- Information made publically available can be accessed at http://dsc.du.ac.in
- All the information about the college is available on the college website - http://dsc.du.ac.in

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: http://dsc.du.ac.in
- Some of the publications (e.g. 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: http://dsc.du.ac.in

Section 4(1)(b)(xvi)

Public Information Officer: Dr. Amit Kant Awasthi, Assistant Professor, Department of EVS, Dyal Singh College (University of Delhi).

Appellate Authority: Prof. V.K. Paliwal, Principal, Dyal Singh College (University of Delhi).

Section 4(1)(b)(xvii)

- The college website (http://dsc.du.ac.in), the University of Delhi website (www.du.ac.in) are the repository of information.

- The person seeking the information may apply on a plain paper giving particulars of information being sought and his/her correct postal address, mobile no. and email 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/-), (cash / DD payable to Principal, Dyal Singh College/Postal Order). 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 College. 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 had from the college sales counter.
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.

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