

INFORMATION

HANDBOOK

Under

Right to Information Act – 2005

(Updated up to March)

BHARATI COLLEGE (UNIVERSITY OF DELHI)

C-4 Janakpuri, New DELHI-110058

# **INTRODUCTION**

The Right to Information Act intends to set out the practical regime of Right to Information for 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 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 body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This 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 manuals.

# Manual-1

## Section 4(1) b (i)

### Particulars of organization, functions and duties

#### Establishment & Background

A constituent college with permanent affiliation to the University of Delhi, Bharati College was founded by the Delhi Administration as Bharati Mahila College in September 1971. It started functioning from the premises of a Government Senior Secondary School for Boys located on Link Road in Karol Bagh. With 241 students and 13 members of the staff, spread over six disciplines, for the first two years the college would start only at 12.00 noon after the boys school gave over. By the third year, however, the College had taken over the building full time. Situated tantalizingly next to the erstwhile Naaz Cinema and the "Mata Ka Mandir" on the one hand and the Bhuli Bhatiyari Ka Mahal and the Buddha Gardens on the other the College was barely a kilometre from the main Karol Bagh market on the one side and 3 kms. from Connaught Place on the other. In many ways, the location also defined the College, the „Pahariwala College" as it was known in common parlance.

When it began, the College offered courses only in the B.A. Programme (then known as B.A. Pass) and a few vocational courses like Office Management and Tailoring & Dress Designing. It has since expanded to include honours courses in English, Hindi, Sanskrit, History, Political Science, economics, Maths and Commerce. Under DC courses II students can opt for Human Resource Development, Marketing Management, Human Development & Childhood studies and Hindi Patrakarita .... Jansanchar. Part-time self-financing courses in foreign languages such as French, German and Russian and DOEACC level computer courses and are open to the regular students of the College as well as outsiders.

The College was allotted 8.6 acres of land in Janakpuri in 1976-77. Since building could not commence immediately, jhuggi dwellers took over the site and it was only in 1985, after a massive drive that the College could re-possess the land. Construction of the College building started in 1994 and in 1998 the College shifted to its new location at C-4 Janakpuri. Today, situated amid undulating gardens in an eco-friendly environment, with 23 classrooms and 46 tutorial rooms, a seminar and conference room, a studio theatre and 3 Computer Labs with over 120 computers, the college also boasts of basketball and volleyball courts, kho-kho and throw ball fields and a full-fledged cricket ground. Our very pro-active NSS Unit and Eco-Club look after the Rain Harvesting System and garbage disposal, maintaining pits for wormy-culture and a herbal garden. The College now produces enough manure to not only take care of the needs of the College gardens but also to be able to sell it at a reasonable rates to members of the staff interested in gardening and to any other takers.

The College takes pride in the fact that Shri Sahib Singh Verma, erstwhile Chief Minister of Delhi, started his career as a Librarian with Bharati College in 1971. Distinguished theatre director Anuradha Kapoor also started her teaching career at Bharati College and today one of her students, Dimple, trained at the National School of Drama supervises the Drama Society of Bharati College, Chilman. Dr Asha Gupta, Reader in the Dept. of Political Science at Bharati College, today heads the Directorate

of Hindi Medium Implementation at Delhi University. Shri L.K. Advani was the first Chairman of the Governing Body of the College and Dr (Mrs) Lalita Panigrahi, drawn from the Dept of History, Lady Shri Ram College, its first Principal.

The Students' Union of Bharati College was affiliated to the Delhi University Students Union in 1984 and though the collaboration has not always been a happy one. It led to a number of strikes and violent reactions over the years. It also produced some outstanding student leaders like Amrita Dhawan, who was Vice President of the Delhi University Students Union in 2005-2006 and President in 2006-2007. In 2008, however, a majority of the students of the College voted for disaffiliation from the Delhi University Students' Union and today the Bharati College Students Union follows its own trajectory.

Bharati College Students have done well in practically all walks of life and wherever you go in Delhi, you are bound to bump into an ex-student. It is also particularly heartening to welcome back in our midst, as colleagues and teachers, our own students, like Nisha Tiwari and Sonia, who have joined the English and Commerce departments respectively of the College.

„Bharati“, meaning speech, is also the title of Goddess Saraswati, the Goddess of the Arts and Knowledge. The College has as its motto the saying “na hi gyaanen sadrisham pavitramih vidyute” meaning nothing in this world is more sacred than knowledge. The College endeavours, constantly, to live by both, its name and its motto.

The college imparts instruction and training in the following courses:-

#### Name of the Course

##### Undergraduate Courses

1. B A
2. BA Hons English
3. BA Hons Hindi
4. BA Hons History
5. BA Hons Journalism
6. BA Hons Political Science
7. BA Hons Psychology
8. BA Hons Sociology
9. BA Hons Sanskrit
10. B.Com
11. B.Com Hons
12. B Sc Hons Mathematics

##### Post Graduate Course

1. MA in Hindi

### **Vision Statement**

Bharati College aims to provide the highest-quality liberal arts and sciences education to exceptional young women through academic programs recognized for their excellence and range. Since its establishment in 1971, the College has succeeded in

providing a transformative and holistic experience to the diverse set of learners who join the institution. Students across the country are drawn to Bharati College for the empathy and sincerity that they encounter in their journey here - from the time they step into its portals for admissions to their graduation. These young scholars become part of an exciting, rigorous and inclusive campus community with a highly qualified, and accessible faculty and staff. As a women's college, we also understand our responsibility to empower our students to become leaders in their chosen fields- so that they emerge as confident voices for social change in their own communities. The focus on academic excellence and development of critical thought- along with programmes toward their personal growth- trains our students to contribute in a meaningful manner to this silent revolution. We firmly believe that the future belongs to these young women- now more than ever. Above all therefore, encapsulated in the following Sanskrit words (the motto of the College) lies the guiding philosophy of Bharati College - "ज्ञानं विद्यायां श्रेष्ठम्" (There is nothing more pure in this world than knowledge (Jyana))

## Mission

- ✓ To develop creative and critical thinking among the students.
- ✓ To prepare a democratic citizen tolerant to multiple ideas and opinions.
- ✓ To contribute to the existing knowledge pool.
- ✓ To enable the students to assume leadership role in future.
- ✓ To impart professionalism and a sense of humanism.
- ✓ To 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 provide access to quality higher education.
- ✓ 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 New 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 statute 30(1)(c)(i) of Delhi University Act, 1922.

## **Grievance Redressal**

### **Departmental:-**

Matters pertaining to allocation of workload among the teachers and staff, pattern of assignments, in house exam question papers etc. are resolved in Departmental meetings. The decisions of the meetings are maintained by the concerned teacher-in-charge/departmental head. Grievances if any are addressed at these meetings.

### **Staff Council:-**

Matters pertaining to college as a whole viz. introduction/deletion of courses, short term courses, organization of cultural/extra-curricular activities etc. The Staff Council comprises of the Principal and teaching faculty.

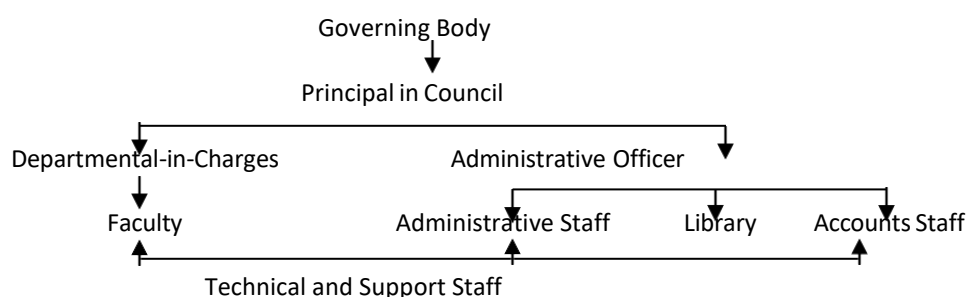
### **Governing Body (GB):-**

Matters pertaining to academic, administrative and financial decisions are taken by the Governing Body in consultation with the Principal who is the Member Secretary. Academic decisions relate to introduction/deletion of Courses, recommendations received from Staff Council etc. Administrative decisions may relate to creation of new posts, approval of selection committees/DPC recommendations, grant of study/extraordinary leave, promotions etc. Financial decisions relate to approval of budgets, revision of fees, management of Provident Funds, audit of accounts etc. Grievances may be referred to the GB for redressal as the final arbiter.

Grievance Redressal Regulations 2012 as notified by University Grant Commission and University of Delhi vide letter no F. No 14-4/2012(CPP-II) dated December 2012. <http://www.chdeducation.gov.in/UGC%20GrievanceRedressalRegulations.pdf>.  
<http://app.du.ac.in/sgrc/index.php/form/create>

## **Organizational Chart for Teaching and Administration:**

### **Internal Organizational Structure**



(As indicated in Annexure 1)

**Location of the College:**

The college is located in South west Delhi and is connected by Delhi Metro, the nearest Metro Station is Janakpuri East.

**Address of the College:-**

Bharati College, University of Delhi, C-4, Janakpuri, New Delhi-110058

**Working hours of the College:-**

9.00 AM to 5.30 PM. Monday to Friday (except on public holidays)

The Library is open from 9.00 AM to 5.30 PM.

**MANUAL - 2****Section 4(1)(b)(ii)****Powers and Duties of the Officers and Employees:-**

Principal is the Chief Executive and Academic Officer of the college. She is responsible for appropriate administration and organization of teaching and extra-curricular activities in the college.

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 to take a decision in various matter:-**

- ✓ The College is bound by the Regulations issued by the University of Delhi (DU) in the form of Annual University Bulletin.
- ✓ The University Grants Commission (UGC) also lays down Regulations to be followed by Colleges affiliated to Delhi University.
- ✓ The Governing Body is the next higher authority for decision making for this College
- ✓ The Staff Council is the decision making body for day to day functioning of the College.

- ✓ Thus the procedure followed in decision making is for matters to be deliberated by the Staff Council and referred to the Governing Body for a decision, who in turn may refer them to the DU or the UGC for a final decision.

## **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 and by Staff Council and Governing Body of the College.

## **MANUAL - 5**

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

#### **Rules, Regulations, Instructions, Manuals, Categories of documents and Records for Discharging functions:-**

##### **Rules & Regulations**

- ✓ Statutes of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.
- ✓ Ordinance 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, 2013.
- ✓ 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.
- ✓ General Financial Rules-2017 for purchase and procurement



[https://www.doe.gov.in/sites/default/files/GFR2017\\_0.pdf](https://www.doe.gov.in/sites/default/files/GFR2017_0.pdf)

- ✓ University of Delhi Leave Rules- Teaching [http://www.du.ac.in/uploads/Rules\\_Policies\\_Ordinances/Teaching/leave-rules.pdf](http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Teaching/leave-rules.pdf)
- ✓ University Non-Teaching Recruitment Rules- 2008 [http://www.du.ac.in/uploads/Rules\\_Policies\\_Ordinances/Non\\_teaching/recruitment-rules/front---1.pdf](http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Non_teaching/recruitment-rules/front---1.pdf)
- ✓ Amendments in University Non-Teaching Recruitment Rules- 2008 [http://www.du.ac.in/uploads/Rules\\_Policies\\_Ordinances/Non\\_teaching/71013\\_RR%20amendments%20-%202013\\_new.pdf](http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Non_teaching/71013_RR%20amendments%20-%202013_new.pdf)
- ✓ University of Delhi Guidelines for Screening/Shortlisting of candidates for appointment of Assistant Professor in the University and Colleges [http://www.du.ac.in/uploads/Rules\\_Policies\\_Ordinances/Teaching/17102013\\_Guidelines%20for%20Asstt.%20Professor.pdf](http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Teaching/17102013_Guidelines%20for%20Asstt.%20Professor.pdf)
- ✓ Any other Rules, Policies and Ordinance <http://www.du.ac.in/index.php?page=rules-policies-3>.

#### Records:-

- ✓ Admission Registers
- ✓ Syllabus Handbooks kept in Library

#### Categories of Documents:-

S.No	Category	Document	Procedure for Obtaining
1	Admission Information	Prospectus	Available on College website
2	Admission Information	DU Bulletin	Available on DU website
3	Staff Information	College email address Directory	On College website
4	Functioning of College	Annual Reports	College website

## **MANUAL - 6**

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

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

The College prospectus and the annual report are published every year.

University Calendar - Vol. I dealing with Statutory provisions can be accessed at Delhi University website – [www.du.ac.in](http://www.du.ac.in)

University Calendar - Vol. II dealing with various courses.

NB: Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the selection committees are confidential and not available in public domain.

## **MANUAL -7**

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

#### **Public Representation:-**

The College Governing Body which directly supervises the affairs of the college has 15 members, 5 of whom are nominated by the Govt. of NCT of Delhi, 05 members are nominated by University of Delhi. They are eminent personalities of the Society / Representatives of the public. Two members are nominated by the Vice-Chancellor, University of Delhi. There are two teacher representatives of the college and one representative of staff other than teachers (as special invitee). Principal is the Member Secretary of the Governing Body.

Besides the college holds public interaction programmes and open sessions at the time of admissions.

## Name & Address of present Governing Body Members

BHARATI COLLEGE  
(University of Delhi)  
C-4, Janak Puri, New Delhi-110058  
w.e.f. 2020-2021 w.e.f. 13.03.2020

S.No.	Name & Address	Profession	Contact Nos.	E.mail I.D
1	CHAIRMAN Prof. Kavita Sharma Delhi School of Economics, Department of Commerce, North Campus, University of Delhi- 110007	Educationist	Mobile 9868214616	<a href="mailto:ksharma.dsc@gmail.com">ksharma.dsc@gmail.com</a>
2	TREASURER Prof. P.R. Mondal Department of Anthropology, North Campus, University of Delhi - 110007	Educationist	9818504754	<a href="mailto:prmondal1@rediffmail.com">prmondal1@rediffmail.com</a>
3	Prof. Nitin Puri	Educationist	9871224814	<a href="mailto:nitinpuri2002@yahoo.co.in">nitinpuri2002@yahoo.co.in</a>
4	Sri Santosh Taneja	Educationist	9312832376	<a href="mailto:santoshtaneja.sankalp@gmail.com">santoshtaneja.sankalp@gmail.com</a>
5	Mr. Alok Singh	Social Worker	9910799204	<a href="mailto:sunrise@sunriseembedded.com">sunrise@sunriseembedded.com</a>

6	Dr. Indu Baghel Assistant Professor Department of Political Science Bharati College	Educationist  Teacher  Representative	9212874248	<a href="mailto:indu.baghel@bharati.du.ac.in">indu.baghel@bharati.du.ac.in</a>
7	Dr. Anita Sihmar Associate Professor Department of Hindi Bharati College	Educationist  Teacher  Representative		<a href="mailto:anita.sihmar@bharati.du.ac.in">anita.sihmar@bharati.du.ac.in</a>
8	Mr. Rajiv Kasana Assistant Bharati College	Admin.	7503732650	<a href="mailto:rajiv.kasana@bharati.du.ac.in">rajiv.kasana@bharati.du.ac.in</a>
9	Prof. Saloni Gupta	Principal	9818028267	<a href="mailto:principalbc@gmail.com">principalbc@gmail.com</a>
	Bharati College C-4, Janakpuri New Delhi - 110 058		011/43273030  011/43273006	

**MANUAL - 8**  
**Section 4(1)(b)(viii)**

S. No.	Name of the Committee
1	Academic Committee
2	Admission Committee
3	Ambedkar Study Centre Committee
4	Anti – Ragging Committee
5	Building and Building Maintenance Committee
6	Canteen Committee
7	Child Care Leave Committee
8	Conference Committee
9	Cultural Committee
10	Discipline Committee
11	Election Grievance Committee
12	Entrepreneurship Cell Committee
13	EOC Committee
14	Gandhi Study Circle
15	Garden Committee
16	Internal Complaint Committee
17	Monitoring Committee
18	NSS Committee
19	Public Grievance Committee
20	Purchase Committee
21	PF Committee
22	Research Committee
23	RTI Committee
24	Sports Committee
25	Transgender Cell (IRIS)
26	WDC Committee
27	Website Committee
28	Workload Committee
29	WUS Committee
30	Internal Quality Assurance Cell
31	Innovation Teaching Pedagogy
32	Election Committee
33	Learn and Earn Committee
34	OBC Committee
35	Competitive Exam Society- Dhairya
36	Social Entrepreneurship Society
37	Girl-Up Agni
38	Hostel Committee
39	Placement Cell and Internship
40	Time Table Committee
41	Examination Committee
42	Alumni Committee
43	NCC Committee

- 44 English and Foreign Language Lab
- 45 North East Cell
- 46 SC/ST Cell
- 47 Yuva Tourism

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

**Directory of officers and employees:-**

S. No.	Name of Faculty	Department	Designation	Position	Email ID
1	Ms. Uma Grover	Commerce	Associate Professor	Permanent	uma.grover@bharati.du.ac.in
2	Dr. Poonam	Commerce	Associate Professor	Permanent	drpoonam@bharati.du.ac.in
3	Prof. Saloni Gupta	Commerce	Professor	Permanent	saloni.gupta@bharati.du.ac.in
4	Ms. Himanshu Garg	Commerce	Associate Professor	Permanent	himanshu.garg@bharati.du.ac.in
5	Dr. Vandana Bansal	Commerce	Associate Professor	Permanent	vandana.bansal@bharati.du.ac.in
6	Dr. Anupama Mahajan	Commerce	Associate Professor	Permanent	anupama.mahajan@bharati.du.ac.in
7	Prof. Mala Rani	Commerce	Professor	Permanent	mala.rani@bharati.du.ac.in
8	Prof. Rajni	Commerce	Professor	Permanent	rajni.15@bharati.du.ac.in
9	Dr. Kamini Bhutani	Commerce	Associate Professor	Permanent	kamini.bhutani@bharati.du.ac.in
10	Dr. Nishtha Bhushan	Commerce	Assistant Professor	Permanent	nishtha.bhushan@bharati.du.ac.in
11	Ms. Monika Arya	Commerce	Associate Professor	Permanent	monika.arya@bharati.du.ac.in
12	Ms. Roopa Johri	Commerce	Associate Professor	Permanent	roopa.johri@bharati.du.ac.in
13	Prof. Harikishni	Commerce	Professor	Permanent	hari.kishni@bharati.du.ac.in
14	Dr. Sonia Kaushik	Commerce	Assistant Professor	Permanent	soniakaushik@bharati.du.ac.in
15	Dr. Kalpana Kataria	Commerce	Assistant Professor	Permanent	kalpana.kataria@bharati.du.ac.in
16	Ms. Seema Kwatra	Commerce	Assistant Professor	Permanent	seema.kwatra@bharati.du.ac.in
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18	Ms. Sahaj Wadhwa	Commerce	Assistant Professor	Permanent	sahaj.wadhwa@bharati.du.ac.in
19	Ms. Chitrangda	Commerce	Assistant Professor	Permanent	chitrangda.chandra@bharati.du.ac.in
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24	Ms. Sakshi Mittal	Commerce	Assistant Professor	Permanent	sakshimittal@bharati.du.ac.in
25	Ms. Sunita	Commerce	Assistant Professor	Permanent	sunita.swami@bharati.du.ac.in
26	Ms. Monica Dahiya	Commerce	Assistant Professor	Permanent	monika.dahiya@bharati.du.ac.in
27	Ms. Deepika Dewan	Commerce	Assistant Professor	Permanent	deepika.dewan@bharati.du.ac.in
28	Ms. Shilpi Sahi	Commerce	Assistant Professor	Permanent	shilpi.sahi@bharati.du.ac.in
29	Mr. Alok Anand	Commerce	Assistant Professor	Permanent	alok.anand@bharati.du.ac.in
30	Ms. Meenu	Commerce	Assistant Professor	Permanent	<a href="mailto:Menu.commerce@bharati.du.ac.in">Menu.commerce@bharati.du.ac.in</a>
31	Ms. Swati Khanna	Commerce	Assistant Professor	Permanent	<a href="mailto:Swati.khanna@bharati.du.ac.in">Swati.khanna@bharati.du.ac.in</a>
32	Ms. Laxmi Devi	Commerce	Assistant Professor	Permanent	<a href="mailto:laxmi.devi@bharati.du.ac.in">laxmi.devi@bharati.du.ac.in</a>
33	Ms. Priyanka Jagarwar	Commerce	Assistant Professor	Permanent	priyanka.jagarwar@bharati.du.ac.in
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3	Mr. Vinesh Kumar	Computer Applications	Assistant Professor	Permanent	vinesh.teotia@bharati.du.ac.in
4	Ms. Sheetal Mavi	Computer Applications	Assistant Professor	Permanent	sheetal.mavi@bharati.du.ac.in
5	Mr. Yajuvendra Pratap Singh	Computer Applications	Assistant Professor	Permanent	yajuvendra.singh@bharati.du.ac.in
6	Ms. Chingmuankim Naulak	Computer Application	Assistant Professor	Permanent	<a href="mailto:chingmuankim.naulak@bharati.du.ac.in">chingmuankim.naulak@bharati.du.ac.in</a>
1	Dr. Vandana Yadav	Economics	Assistant Professor	Permanent	vandana.yadav@bharati.du.ac.in
2	Ms. Lovleen Gupta	Economics	Assistant Professor	Permanent	loveleen.gupta@bharati.du.ac.in



3	Mr. Hanish Pal	Economics	Assistant Professor	Permanent	hanish.pal@bharati.du.ac.in
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5	Ms. Princy Jain	Economics	Assistant Professor	Permanent	princy.jain@bharati.du.ac.in
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9	Ms. Eti Sharma	English	Assistant Professor	Permanent	chetan.saini@bharati.du.ac.in
10	Ms. Jaya Yadav	English	Assistant Professor	Permanent	ankur.betageri@bharati.du.ac.in
11	Ms. Kangkana Roy	English	Assistant Professor	Permanent	kangkana.roy@bharati.du.ac.in
12	Ms. Aakanksha Barwal	English	Assistant Professor	Permanent	chansa.makan@bharati.du.ac.in
13	Ms. Manu Shree	English	Assistant Professor	Permanent	vishakha.kardam@bharati.du.ac.in
14	Ms. Khushee Saroha	English	Assistant Professor	Permanent	khushee.chaudhary@bharati.du.ac.in
1	Dr. Priyambada Patri	Environmental Studies	Assistant Professor	Permanent	priyambada.patri@bharati.du.ac.in
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2	Dr. Manju Sharma	Hindi	Assistant Professor	Permanent	manju.sharma@bharati.du.ac.in

3	Dr. Sangeeta Rani	Hindi	Assistant Professor	Permanent	dsangeeta19@bharati.du.ac.in
4	Dr. Prem Kumari Singh	Hindi	Assistant Professor	Permanent	prem.kumari@bharati.du.ac.in
5	Dr. Geeta Meena	Hindi	Assistant Professor	Permanent	geeta.meena@bharati.du.ac.in
6	Dr. Rekha Sharma	Hindi	Assistant Professor	Permanent	rekhasharma10@gmail.com
7	Dr. Savita Jemini	Hindi	Assistant Professor	Permanent	savita.jemini@bharati.du.ac.in
8	Dr. Abhishek Puneet	Hindi	Assistant Professor	Permanent	<a href="mailto:abhishek.puneet@bharati.du.ac.in">abhishek.puneet@bharati.du.ac.in</a>
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14	Mr. Sant Ram	Mali	
15	Mr. Rajesh	Mali	
16	Mr. Ram Assare	Mali	
17	Mr. Paniram	Mali	
18	Mr. Harish Kundu	Football Coach	
19	Mr. Ashutosh	Table Tennis Coach	

20	Mr. Amit Kumar	Kho-Kho Coach
21	Mr. Robert Simon Kerketta	Gym trainer
22	Mr. Jasprinse Singh	Volly Ball Coach
23	Mr. Sanjeev Kumar	Taekwondo Coach

## Manual - 10

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

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 of Delhi in accordance with 7th CPC Recommendations are as under:-

S.No.	Rationalized Entry Pay (Rs)	Academic Level	Posts
1.	144200	Level 14	Principal
2.	131400	Level 13A	Associate Professor
	79800	Level 12	Asstt. Professor (Stage-III)
	68900	Level 11	Assistant Professor (Stage-II),
3.	68900	Level 11	Librarian (Senior Scale)
	57700	Level 10	Assistant Professor (Stage-I)
	57700	Level 10	Assistant Professor on Adhoc Basis
	56100	Level 10	Administrative Officer (Group A)
	53100	Level 09	Professional Assistant (Library)
	44900	Level 07	Section Officer, Sr. P.A.
4.	35400	Level 06	Sr. Assistant, Scientific Assistant/ Sr. Technical Assistant (Computer)
	29200	Level 05	Technical Assistant, Semi-Prof. Asst
	25500	Level 04	Assistant, Lab. Assistant
	19900	Level 02	Jr. Assistant, Caretaker, Driver
	18000	Level 01	(Laboratory Attendant, Multi Multi Tasking Staff –Laboratory Tasking Staff-Computer Laboratory (Laboratory Attendant), Multi Tasking Staff-Library (Library Attendant), Multi Tasking Staff

(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 University Grants Commission & Govt. of NCT of Delhi on recommendation of University of Delhi strictly followed by General Financial Rules

**Income & Expenditure statement for 2023-2024:**

Income	Amount in Rupees	Expenditure	Amount in Rupees
Grant-in-Aid			
UGC (Salary)	27,07,00,000.00	Salary	30,68,08,411.00
UGC (Pension)	9,85,11,123.00	Pension	5,84,95,063.00
Pension Arrear (DU)	6,67,18,189.00	Arrear of Pension (CPF/GPF)	10,75,75,057.00
UGC (Non-Salary)	30,00,000.00	Retirement Benefit	30,03,339.00
DHE (Salary)	47,00,000.00		
DHE (Eco-Club)	20,000.00		
Total:	44,36,49,312.00	Total:	47,58,81,870.00
Fees from Students	41,04,530.00	Books, Journal & Equipment	6,76,614.00
Other Source	65,33,831.00	Other Office Exp. & A.M.C.	1,45,52,675.86
Total:	1,06,38,361.00	Total:	1,52,29,289.86
Grand Total	45,42,87,673.00		49,11,11,159.86

## Manual - 12

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

**Concessions granted by the College :**

I Various concessions that are available to various categories of students in admission to various courses are given in the bulletin of information.

22½ % of the total number 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 course (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 number of seats, course wise, are reserved for OBC candidates subject to the minimum eligibility for them being 10% less than that 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 persons with disabilities candidates for admission to undergraduate courses.

The college admits foreign students including those from Sikkim and Kashmiri migrants as and when recommended by the University.

Not more than 5% of the total number of seats (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 of Delhi, University Grants Commission and Ministry of Human Resource Department.

Details of such concessions are available in the admission brochures for respective courses.

In Fee Concession & Learn and Earn: Granted to needy students on merit-cum means basis on recommendation of Student Aid Fund Committee.

Concessions availed by the college:-

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

## **Manual - 13** **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 is available on the college website – [www.bharaticollege.du.ac.in](http://www.bharaticollege.du.ac.in)

**Manual - 14**  
**Section 4(1)(b)(xv)**

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

Citizens may submit a written application for information to the Public Information Officer.

Citizens are free to meet the authorities with the prior appointment on all working days.

Through Notice Boards, College Prospectus, University Calendars and various other information which are available on college website/Delhi University Website.

**Manual - 15**  
**Section 4(1)(b)(xvi)**

**Name of Public Information Officer:-**

Name	Dr. Vandana Bansal
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Telephone & email	011-43273005 pio-rti@bharati.du.ac.in
Name Of Assistant Public Information Officer	
Name	Ms Tanveer Dureja

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Appellate  
Authority:- \_\_\_\_\_

Name	Prof. Saloni Gupta, Principal
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**Manual - 16**  
**Section 4(1)(b)(xvii)**

The person seeking information may apply on a plain paper giving particulars of information being sought and his 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/- in the form of IPO, D.D or cash receipt. Cash can be deposited with the college APIO between 9.30 AM to 4.00 PM and the applicant shall enclose the said receipt with his application and deposit the same at the college diary section.

Schedule of additional fee can be had from the Public Information Officer of the college. For the time being the 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 actual 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: Major portion of information will be available from the University Calendars Volume I

II and other rules as applicable to the University from time to time and printed syllabus for various courses. Some of these are available on the website of the University of Delhi.

(Refer to: [du.ac.in](http://du.ac.in)).