

# INFORMATION HANDBOOK

prepared in accordance with  
Right to Information Act, 2005

(Updated upto October 2018)



**Bhagini Nivedita College**  
**(University of Delhi)**

**Kair, (Near Najafgarh), New Delhi 110043**

A NAAC Accredited Institution- 'B' Grade

[www.bhagininiveditacollege.in](http://www.bhagininiveditacollege.in)

## INTRODUCTION

The Right to Information Act, 2005 (RTI, 2005) empowers citizens to obtain/access information under the control of any public authority for the purpose of promoting 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 bodies owned, controlled or substantially financed by the government.

As per the provision 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 contains information about Bhagini Nivedita College, affiliated to the University of Delhi and funded by the Government of Delhi in accordance with Section 4 (1) (b) of RTI, 2005.

This Information Handbook is divided into 17 manuals.

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## MANUAL - 1

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

(Section 4(1) (b) (i) of Right to Information Act, 2005)

Bhagini Nivedita College is a constituent college of University of Delhi and is funded by Govt. of NCT of Delhi. The college is named after Sister Nivedita, a disciple of Swami Vivekanand who dedicated her whole life for the education and welfare of women. Its campus is located adjacent to village Kair near to Najafgarh in a clean and green environment surrounded by farms and trees.

The college offers the following undergraduate programmes

1. B.A Honours (Hindi)
2. B.A Honours (History)
3. B.A Honours (Political Science)
4. B.Sc Honours (Home Science)
5. B.Sc Honours (Physics)
6. B.A Programme
7. B.Com Programme
8. B.Sc. Applied Physical Science

With a firm commitment towards meeting the higher education needs of girls in the rural and semi urban areas of South West Delhi, BNC has come a long way since its inception in 1993. BNC now offers graduation courses in Arts, Commerce and Science disciplines to about 1800 girl students.

Funded and supported by the Government of Delhi, BNC is making important strides. Plans have been approved to give BNC a modern campus equipped with high quality infrastructure and hostel facilities.

BNC is proud of its achievements made possible by its keen students, excellent teaching faculty and able supporting staff.

#### **Vision**

The overarching vision of Bhagini Nivedita College is empowering women through well-rounded and integrated education and preparing them for excelling in leadership and functional roles at home, in society, within organisations and the country; and enabling them to live up to their full potential.

#### **Missions**

1. To create a learning environment, which encourages students to make use of their learning potential and opportunities maximally and imbibe knowledge, skills and values with ease.
2. To provide academic facilities, which enable teachers to use appropriate technology tools and adopt effective methods of imparting education, developing skills and inculcating values.

3. To offer educational courses and learning opportunities, which lead to the realisation of the career objectives and life goals of the students and enable them to become productive and efficient in their chosen fields.
4. To support the learning experiences of students with participative projects and community engagement activities, which contribute to the development of their social consciousness, teamwork, interpersonal communication and relationship skills.
5. To help the learners to utilise their talents and build on their physical and psychological strengths and develop leadership qualities and skills through active participation in co-curricular and extra-curricular activities.
6. To foster the pursuit of excellence and the spirit of healthy competition and prepare the students for the real world by facilitating their participation in competitive academic, sporting and cultural activities.
7. To motivate students and teachers to research for advancing their knowledge as well as refining their understanding and encourage them to share research outcomes through publications and interactive discussions or displays and become lifelong learners.
8. To nurture the creativity potential of the learners and develop their talent for innovation by involving them in challenging assignments as well as in multidisciplinary activities.
9. To instil a sense of environmental responsibility among the learners and facilitate the adoption of sustainable development perspectives and actions as a way of life.
10. To recognise the differences in the physical, social and economic needs of the students and work towards enabling them to acquire education on equal footing.
11. To establish quality goals covering academic performance, sporting excellence and administration, ensure its adoption by the academics and staff and strive for continuous improvement in the quality of education and educational services offered.
12. To be conscious of the social responsibilities towards the rural and semi urban communities in the neighbourhood and for meeting the higher education aspirations and needs of the girl students of the region.

## Values

In its efforts towards, realising the vision and missions, the college is guided by a set of strong values.

- The college is committed to play a constructive and catalytic role in national development

- The college cultivates and advocates ethical behaviour in all aspects of its functioning.
- The college values quality in education and will constantly strive for excellence in teaching, research, student support and overall management.
- The college will nurture human values and enable its students to become socially valuable.
- The college will rely on participatory management, which promotes leadership and teamwork and is accountable to all the stakeholders particularly students.

## **Objectives**

- To play a catalytic role in women development and positively transforming their lives for the better.
- To ensure effective implementation of the curriculum through latest teaching learning practices.
- To continuously enrich the overall learning experience of the students and enhance the quality of their interactions with the real world to prepare them for facing the challenges of the society and the job market successfully.
- To impart necessary skills and competencies required for better employability of the students.
- To provide liberal and free environment required for independent thinking and frank expression of ideas so as to promote the qualities of leadership, creative thinking and problem solving mindsets in the students.

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

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

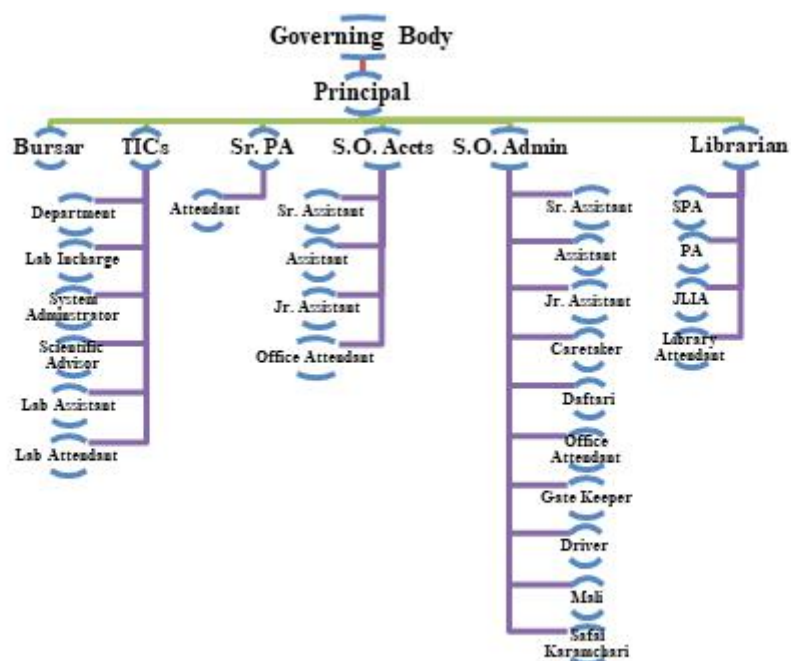
## **Arrangements and methods made for seeking public participation / contribution :**

Public involvement in the affairs of the college is through nomination of people from various walks of public life on its Governing Body as per provisions of statute 30(1)(c)(i) of Delhi University Act, 1922.

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

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

## Organisational Chart for teaching and Administration:



### Location of the College:

The college is located in South West Delhi and is connected by Delhi Metro. The nearest Metro Station being Dwarka Mor.

### Address of the College :

Bhagini Nivedita College, Kair, Near Najafgarh, New Delhi - 110043

### Working hours of the College :

Office Hours : 9.00 a.m. to 5.30 p.m. (Monday to Friday)

Classes : 9.00 a.m. to 5.00 p.m. (Monday to Saturday)

### Brief history of the College

#### Set up in 1993

Bhagini Nivedita College (BNC) is a constituent college of University of Delhi. It was established by the then Delhi Administration in August, 1993 as a girls college; in the rural and semi-urban outskirts of South West Delhi. It is now funded and supported by the Government of Delhi.

#### Named after Sister Nivedita

The college is named after Sister Nivedita, a disciple of Swami Vivekanand who dedicated her whole life for the education and welfare of women. Its campus is located adjacent to village Kair near to Najafgarh in a clean and green environment surrounded by farms and trees.

## **Courses offered initially**

Starting with only B A (Pass), B A (Hons.) Hindi in 1993, BNC has progressively added more courses. B.Com (Pass) was introduced in 1996-97. BNC was the first Delhi University college to offer Apparel Design and Construction course in 1997.

## **Addition of new courses**

B.A. Programme replaced the B A (Pass) course in 2004. A variety of new application courses were also instituted along with it. BNC became an arts, commerce and science college with the launching of B.Sc Applied Physical Sciences course in 2007.

## **Introduction of semester system**

The semester system was introduced for all the courses in 2010. Every course is taught six semesters and each semester offers the opportunity for the students to complete different papers that are required for the completion of the entire course. The annual mode was completely phased out in 2013.

## **Introduction of Honours courses under FYUP**

The college adopted the Four Year Undergraduate Programme (FYUP) from the academic year 2013-14 and offered the following Discipline I Courses

- 1.Commerce
- 2.Hindi
- 3.History
- 4.Home Science
- 5.Physics and
- 6.Political Science

## **Rollback of FYUP**

FYUP was rolled back by the University in 2014-15 as per UGC directions. As a result the Honours courses offered under FYUP were phased out in 2015-16

## **Current Status**

The college now offers the following undergraduate programmes

- 1.B.A Honours (Hindi)
- 2.B.A Honours (History)
- 3.B.A Honours (Political Science)
- 4.B.Sc Honours (Home Science)
- 5.B.Sc Honours (Physics)
- 6.B.A Programme
- 7.B.Com Programme
- 8.B.Sc. Applied Physical Science

New admissions are steadily increasing.



BNC has a total teaching faculty of around 70 members. The total number of Non-Teaching Staff working in the college is around 40

Since its inception, BNC has built up an impressive reputation and record in both academics and sports. The teaching faculty consists of highly qualified academicians. It has excellent laboratories, infrastructure facilities and supporting staff.

A distinguishing feature of the college is that it produces results, which are comparable in spite admitting students with not so good academic achievements at the school level

## MANUAL - 2

### **Powers and duties of the Officers and Employees**

(Section 4(1) (b) (ii) of Right to Information Act, 2005)

Principal is the Chief Executive and Academic Officer of the college. He 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.

	<b>Designation/Name</b>	<b>Powers and Duties</b>
1.	Chairman Mr. Pawan Sharma	The Chairman of the Governing Body of the College presides over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present elect one of their members to be Chairman of the meeting.  In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman, after considering the opinion of the Principal of the College, takes such action as he thinks necessary and reports the action taken by him to the Governing Body at its next meeting for approval and confirmation.
2.	Principal Dr (Mrs.) Purabi Saikia	The Principal functions as per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Resolution No.66 dated 27.04.1963 of the Executive Council of the University of Delhi).
3.	Bursar Dr. Santosh Kaushik	The Bursar functions as per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Resolution No.66 dated 27.04.1963 of the Executive Council of the University of Delhi).

<b>S. No.</b>	<b>Name/s of the Officers/Employees</b>	<b>Designation</b>	<b>Powers and Duties</b>
1.	List Attached at the end of this Table	Teachers (Associate Professor, /Assistant Professor)	Teachers impart education and offer mentoring and counselling to students. They also participate in the administration and management of the college by serving as conveners/members of various committees of the college and/or being in charge of laboratories, extra-curricular activities. They also serve as representatives of the College on both college and university bodies as and when appointed to such posts or assigned such duties. While serving as Teacher In charges they coordinate and manage all activities of the concerned department. Laboratory In charges also

S. No.	Name/s of the Officers/Employees	Designation	Powers and Duties
			coordinate and manage all activities relating to the concerned laboratory. Teachers In charges of NCC, NSS and NSO coordinate all related activities
	<b>ADMINISTRATION</b>		
2	Mr. Alok	Section Officer (Admn.)	To supervise the administrative matters, and assist the Principal wherever the administrative help is required.
3	Mr. Rajesh Kumar	Senior Personal Assistant	To assist the Principal in the day-to-day routine activities. To assist the Principal in the conduct of the meetings and take down the minutes of the meetings.
4	Mrs. Nirmala Yadav	Senior Assistant	To handle routine correspondence and assist the Principal in day-to-day routine activities and to maintain the service records of the staff members.
5	Ms. Pushpa Yadav	Assistant	To maintain records, files and other work as assigned to them from time to time.
6	Mr. Jitendra Kaushik	Jr.Assistant	
7	Mr. Sudhir Kumar	Dafatri	To do the filing work, to assist in the binding work, if required and other work assigned from time to time.
8	Mr. Pravir Singh	Dafatri	To do the filing work, to assist in the binding work, if required and other work assigned from time to time.
9	Mr. Ravikant Mr. Jagmal Singh	Office Attendant	To do dusting and other assigned works
	<b>DRIVER</b>		
10	Mr. Harpal Singh Mr. Krishanpal	Driver	To drive the official staff car, to maintain the staff car and to keep records of the log book, petrol register, etc.
12	Mr. Joginder Singh	Caretaker	To look after the maintenance of electrical, civil, stationary, water installation and supervision of normal building repairs and any other work assigned from time to time.
	<b>ACCOUNTS</b>		
13	Mr. Alok	Section Officer (Accounts)	To supervise Finance and Accounts.
14	Mr. Jitender	Assistant	To maintain records, files and other work as assigned to them from time to time.
15	Mr. Sanjay Kumar	Jr. Assistant	
	<b>LIBRARY</b>		

S. No.	Name/s of the Officers/Employees	Designation	Powers and Duties
16	Mrs. Kunti Devi Sharma	Librarian	The Librarian is in charge of Library and organizes the availability of and journals required by the students in for their studies in the college and ensure the proper custody of the books and journals and other materials in the possession of the college library.
17	Ms.	Professional Assistant	To maintain the library records
18	Ms. Krishna Ms. Usha Rani	Semi Professional Assistant	To look after issuance and return of books
19	Ms. Rajbala Mr. Sandeep Kumar	Library Attendant	To do dusting and other assigned works
	<b>LAB STAFF</b>		
20	Mr. Ravi Kumar	Lab Assistant (Chemistry)	To assist teachers in the conduct of practical and laboratory records and their maintenance.
21	Mr. Parmesh	Lab Assistant (Physics)	To assist teachers in the conduct of practical and laboratory records and their maintenance.
22	Mrs. Sumitra	Lab Assistant (ADC)	To assist teachers in the conduct of practical and laboratory records and their maintenance.
23	Mr. Babu Ram	Lab Assistant (FT)	To assist teachers in the conduct of practical and laboratory records and their maintenance.
24	Mrs. Rajbala	Lab Attendant (FCW)	To do dusting and other assigned works
25	Mr. Pawan Kumar	Lab Attendant (ADC)	To do dusting and other assigned works
26	Mr. Surinder	Lab Attendant (NHE)	To do dusting and other assigned works
27	Mr. Labh Singh	Lab Attendant (Chemistry)	To do dusting and other assigned works
28	Ms. Nidhi Sharma	Scientific Assistant (Computer Dept.)	
29	Ms. Lata	Lab Attendant (Biology)	To do dusting and other assigned works
30	Mr. Sachin Yadav	Lab Attendant (Physics)	To do dusting and other assigned works
	<b>SAFAI KARAMCHARI</b>		
31	Ms. Parkashi Ms. Krishna Mr. Sanjay	Safai Karamchari	To do the cleaning work and other related sanitation works assigned from time to time.
32	<b>GARDENER</b>		
33	Mr. Prem Kumar Mr. Shyam Lal	Mali	To carry out the gardening work and other related works

## **List of Teachers**

Dr. (Mrs.) Purabi Saikia	Principal
<b>DEPARTMENT OF COMMERCE</b>	
Dr. Madhu Bala	Associate Professor
Dr. Rachna Mahalwala	Associate Professor
Ms. Pushpa Kumari	Assistant Professor
Ms. Sushma Rani Khurana	Instructor in OMSP
<b>DEPARTMENT OF COMPUTER SCIENCE</b>	
Mr. Vikas Chaudhary	Assistant Professor
Mr. Nagendra	Assistant Professor
<b>DEPARTMENT OF ECONOMICS</b>	
Dr. Uma Nijhawan	Assistant Professor
Dr. Swati Yadav	Assistant Professor
<b>DEPARTMENT OF ENGLISH</b>	
Dr. Amrita Mehta	Associate Professor
Ms. Poonam Sahore	Associate Professor
Dr. Rashmi Sharma	Associate Professor
Ms. Ansul Rao	Assistant Professor
Dr. Vandana Gupta	Associate Professor
Dr. Meenu Abhi	Associate Professor
<b>DEPARTMENT OF HINDI</b>	
Dr. Raj Bhardwaj	Associate Professor
Dr. Anjana Gupta	Associate Professor
Dr. Mamta Singla	Associate Professor
Dr. Geeta Kaushik	Associate Professor
Dr. Hemvati Sharma	Associate Professor
Dr. Suman Singh	Associate Professor
Dr. Poonam Rathi	Associate Professor
Dr. Rani Shankar Mishra	Associate Professor
Ms. Reeta Namdev	Assistant Professor
<b>DEPARTMENT OF HISTORY</b>	
Dr. Nalini Mathur	Associate Professor
Dr. Rajesh Kumar	Assistant Professor
<b>DEPARTMENT OF HOME SCIENCE</b>	
Dr. Charru Sharma	Associate Professor
Ms. Anupama Aggarwal	Associate Professor
Ms. Punita Sethi	Associate Professor
Dr. Rachna Mohan	Associate Professor
Ms. Parminder Sehgal	Associate Professor
<b>DEPARTMENT OF MUSIC</b>	
Dr. Rita Dhankar	Associate Professor

Dr. Vandana Sharma

Assistant Professor

**DEPARTMENT OF POLITICAL SCIENCE**

Dr. Nirmal Rana

Associate Professor

Ms. Punam Dagar

Associate Professor

Dr. Alokka Dutta

Associate Professor

**DEPARTMENT OF SANSKRIT**

Dr. Sushma Rana

Associate Professor

**DEPARTMENT OF CHEMISTRY**

Dr. Poonam Mothsra

Associate Professor

**DEPARTMENT OF MATHEMATICS**

Dr. Santosh Kaushik

Assistant Professor

**DEPARTMENT OF PHYSICS**

Dr. Purabi Saikia

Associate Professor

Dr. Manisha Bhutani

Assistant Professor

**DEPARTMENT OF PHYSICAL EDUCATION**

Dr. Mamta Saharawat

Assistant Professor

## MANUAL - 3

### **Procedure followed in decision-making process, including channels of supervision and accountability**

(Section 4(1) (b) (iii) of Right to Information Act, 2005)

**1. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made)**

Calendar (the Act, Statutes and Ordinances) Volume 1 and 2 of University of Delhi.

**2. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

Calendar (the Act, Statutes and Ordinances) Volume 1 and 2 of University of Delhi.

**3. What are the arrangements to communicate the decision to the public?**

Through Notice Board and/or publication (in press/media/website) and/or through letter to the concerned person as per requirement

**4. Who are the officers at various levels whose opinions are sought for the process of decision-making?**

Calendar (the Act, Statutes and Ordinances) Volume 1 and 2 of University of Delhi.

**5. Who is the final authority that wets the decision?**

Calendar (the Act, Statutes and Ordinances) Volume 1 and 2 of University of Delhi.

**6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Calendar (the Act, Statutes and Ordinances) Volume 1 and 2 of University of Delhi.

## MANUAL - 4

### **Norms set for the discharge of functions**

(Section 4(1) (b) (iv) of Right to Information Act, 2005)

**Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.**

1. Calendar (the Act, Statutes and Ordinances) Volume 1 and Volume 2 of the University of Delhi.

These documents can be downloaded from the official website of the University of Delhi.

The hyper links ( as of July 31, 2009) are as given below

- <http://www.du.ac.in/rules.html>
- <http://www.du.ac.in/du/act-i.pdf>
- <http://www.du.ac.in/du/act-ii.pdf>
- <http://www.du.ac.in/du/act-iii.pdf>
- <http://www.du.ac.in/du/act-iv.pdf>
- <http://www.du.ac.in/du/ordinanceamendments-content.pdf>
- <http://www.du.ac.in/du/ordinanceamendments.pdf>



## MANUAL - 5

### **Rules, regulations, instructions, manuals and records for discharging functions**

(Section 4(1) (b) (v) of Right to Information Act, 2005)

**Please provide list of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions**

Calendar (the Act, Statutes and Ordinances) Volume 1 and Volume 2 of the University of Delhi.

The Calendar contains all information relating to Act, Statutes, Ordinances and rules and regulations relating to Governance of Colleges. The information can be modified through the statutory bodies of the University of Delhi

**From where one can get a copy of rules, regulations, instructions, manual and records.**

Rules and regulations of the University of Delhi can be obtained from

Publication Division,  
North Campus,  
University of Delhi,  
Delhi - 110007

Instructions and records pertaining to the college can be obtained from

Bhagini Nivedita College,  
(University of Delhi)  
Kair, Near Najfgarh,  
New Delhi - 110043

Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)

- 1.As fixed by the University of Delhi from time to time
- 2.As per Right to Information Act norms.

## MANUAL - 6

### A statement of the categories of documents that are held by it or under its control

(Section 4(1) (b) (vi) of Right to Information Act, 2005)

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Act, Statutes and Ordinances	Calendar (the Act, Statutes and Ordinances) Volume 1 and Volume 2 of the University of Delhi	Through Publication Division, University of Delhi on payment of the prescribed amount. Also available on Website of University of Delhi	Publication Division, University of Delhi, Delhi-110007
2	Annual Reports	Annual Reports contain description of the activities of the college during the year	From the college on payment of prescribed fee. Also available on the college website. <a href="http://www.bhagininiveditacollege.in">www.bhagininiveditacollege.in</a>	Bhagini Nivedita College, (University of Delhi) Kair, Near Najfgarh, New Delhi - 110043

## MANUAL - 7

### Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

(Section 4(1) (b) (vii) of Right to Information Act, 2005)

#### Formulation of Policy

Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Representatives from the public nominated by Govt. of NCT of Delhi and approved by the University of Delhi, on the Governing Body of the College	No	Participation through Representative Members on the Governing Body.

#### Implementation of Policy

Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following format.

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Representatives from the public nominated by Govt. of NCT of Delhi and approved by the University of Delhi, two University representative and two college representative and one member Secretary on the Governing Body of the College	No	Participation through Representative Members on the Governing Body.

## MANUAL - 8

### **Boards, council, committees and other bodies**

(Section 4(1) (b) (viii) of Right to Information Act, 2005)

#### **A. Governing Body**

##### **Name and address of the Affiliated Body**

Bhagini Nivedita College,  
Kair, Near Najafgarh,  
New Delhi-110043.

##### **Type of Affiliated Body (Board, Council, Committees, other Bodies)**

Board

##### **Brief Introduction of the Affiliated Body (establishment Year, Objective/Main Activities)**

1993, over all supervision of the college activities both Academic and Administrative

##### **Role of the Affiliated Body (advisory/Managing/Executive/Others)**

Advisory, Managing, and Executive

##### **Structure and Member Composition**

One Chairman, and thirteen other Members

##### **Head of the Body**

Chairman is the Head of the Governing Body

##### **Address of main Office and its Branches**

Bhagini Nivedita College,  
Kair, Near Najafgarh,  
New Delhi-110043.

No Branch

##### **Frequency of Meetings**

As and when required

##### **Can public participate in the meetings?**

Public participation in the meeting is through the members of the Governing Body

## Are minutes of the meetings prepared?

Yes, the minutes of the Governing Body meetings are prepared.

## Composition of the Governing Body

- |     |  |                     |  |
|-----|--|---------------------|--|
| 1   | Pawan Sharma, Social Worker<br>RZ-C-3/65B, Mahavir Enclave, Pt-I,<br>New Delhi-110045                                    | Chairman            | 8588833561<br>Pawansh07@gmail.com  |
| 2.  | Prof. Sudheer Kumar (Educationist)<br>167-A, Uttarakhand, JNU, New<br>Delhi-110067                                       | Treasurer           | 9650925030<br>Sarya46@gmail.com  |
| 3.  | Dr. Purabi Saikia<br>Principal, BNC  | Member<br>Secretary | 28017485, 9868129361<br><a href="mailto:bnc.kair@gmail.com">bnc.kair@gmail.com</a> |
| 4.  | Aarti Singh, Social Worker<br>Flat No.118, DDA Pocket-II, Sec-9,<br>Dwarka, N. Delhi-110075                              | Member              | 9999565897<br>Singharti411@gmail.com   |
| 5.  | Dr. Mohan Lal Panda<br>(Transtec, Brussels)<br>A-102, Neelanchal Apartment, Plot<br>No.3, Sec-4, Dwarka,<br>New Delhi-78 | Member              | 9818499296<br>mohanpanda@rediffmail.com  |
| 6.  | Birendara Yadav, Entrepreneur<br>(Former Air Force)<br>WZ-235A, Street-7, Sadh Nagar,<br>Palam Colony, N. Delhi-110045   | Member              | 9312231512<br>vrwteam@gmail.com  |
| 7.  | Rishabh Jain, Social Worker<br>1021, Gali Jain Mandir, Najafgarh,<br>New Delhi   | Member              | 9999474147<br>only2porsche@gmail.com   |
| 8.  | Prof. S.D. Muni (Educationist)<br>J-1176, Palam Vihar,<br>Gurgaon-122017   | Member              | 0124-4051807, 9810948323<br>sdmuni@gmail.com                                       |
| 9.  | Prof. Kiran Devendra (Educationist)<br>I-10, First Floor, South City II,<br>Gurgaon, Haryana                             | Member              | 9871544949<br>Kirandevendra2@gmail.com   |
| 10. | Dr. Kavita Sharma (Educationist)<br>H.No.10, Sector-15A, Noida (UP)  | Member              | 9871878484<br>president@sau.ac.in  |

- |  |   |  |
|--|---|--|
| 11. Prof. Nandita Babu<br>Department of Psychology,<br>University of Delhi, Delhi-110007 | University<br>Representative                            | 9818163536<br>nandita.babu@gmail.com       |
| 12. Prof. Kumud Sharma<br>Department of Hindi, University of<br>Delhi, Delhi-110007      | University<br>Representative                            | 9811719898<br>sharma.kumud9@yahoo.com      |
| 13. Ms. Anupama Aggarwal,<br>Associate Professor<br>Department of Home Science, BNC      | Teachers<br>Representative                              | 9810037015<br>anupama_agr1@rediffmail.com  |
| 14. Dr. Poonam Mothsra,<br>Assistant Professor<br>Department of Chemistry, BNC           | Teachers<br>Representative                              | 9891654859<br>pcmot.chemist@gmail.com      |
| 15. Mr. Parmesh Kumar,<br>Laboratory Assistant<br>Department of Physics, BNC             | Representative<br>other than<br>Teachers-Spl<br>invitee | 9868533918<br>parmeshsehrawat123@gmail.com |

## B. Staff Council

### Name and address of the Affiliated Body

Bhagini Nivedita College,  
Kair, Near Najafgarh,  
New Delhi-110043.

### Type of Affiliated Body (Board, Council, Committees, other Bodies)

Council

### Brief Introduction of the Affiliated Body (establishment Year, Objective/Main Activities)

1993, for constitution of various committees for smooth functioning of the college.

### Role of the Affiliated Body (advisory/Managing/Executive/Others)

Advisory

### Structure and Member Composition

The Principal, all the teachers and the Librarian of the College are members of the Staff Council. The Principal is the Chairman of the Staff Council and one Teacher is elected as Secretary of the Staff Council

### Head of the Body

Chairman, Staff Council is the Head of the Body

**Address of main Office and its Branches**

Bhagini Nivedita College,  
Kair, Near Najafgarh,  
New Delhi-110043.

**Frequency of Meetings**

As and when required

**Can public participate in the meetings?**

No

**Are minutes of the meetings prepared?**

Yes, minutes of the meetings are prepared

**C. Purchase Committee****Name and address of the Affiliated Body**

Bhagini Nivedita College,  
Kair, Near Najafgarh,  
New Delhi-110043.

**Type of Affiliated Body (Board, Council, Committees, other Bodies)**

Committee

**Brief Introduction of the Affiliated Body (establishment Year, Objective/Main Activities)**

The purchase committee gives advice/recommends with regard to the purchases to be made by the college.

**Role of the Affiliated Body (advisory/Managing/Executive/Others)**

Advisory

**Structure and Member Composition**

Convenor, Bursar and Teacher In charge of all the Departments

**Head of the Body**

Principal

**Address of main Office and its Branches**

Bhagini Nivedita College,  
Kair, Near Najafgarh,  
New Delhi-110043.

## Frequency of Meetings

As and when required.

## Can public participate in the meetings?

No

## Are minutes of the meetings prepared?

Yes, minutes are prepared as and when the meeting is held.

## C. Other Committees

A number of other committees assist the college in recommending as well as implementing actions in a variety of areas. These are internal committees and have no provision for public participation. The areas where such internal committees function and their composition are as follows

- **Academic Planning & Reforms Committee (APRC)**
  1. Dr. Rachna Mahalwala - (Convenor)
  2. Dr. Punam Dagar
  3. Dr. Hemvati Sharma
  4. Dr. Vandana Sharma
  5. Mr. Nagendra
  6. Dr. Uma Nijhawan
  7. Dr. Amrita Mehta
  8. Dr. Rajesh Kumar
  9. Dr. Mamta Saharawat
  10. Ms. Anupama Agarwal
  11. Dr. Sushma Rana
  12. Dr. Manisha Bhutani
  13. Dr. Poonam Mothsra
  14. Ms. Santosh Kaushik
  
- **Workload and Course Implementation Committee of APRC**
  1. Dr. Punam Dagar - (Convenor)
  2. Dr. Sushma Rana
  3. Ms. Anupama Agarwal
  4. Ms. Santosh Kaushik
  5. Dr. Mamta Saharawat
  6. Dr. Vandana Sharma
  
- **Coverage of Syllabus and Result Analysis Committee of APRC**
  1. Dr. Manisha Bhutani - (Convenor)
  2. Dr. Poonam Mothsra
  3. Dr. Rajesh Kumar
  4. Dr. Amrita Mehta



5. Dr. Uma Nijhawan
6. Dr. Hemvati Sharma
7. Mr. Nagendra

- **Students Welfare Committee and Placement Cell**

1. Dr. Swati Yadav- (Convenor)
2. Mr. Nagenra
3. Dr. Poonam Rathi

- **Students Advisory and Transport Committee**

1. Dr. Anjana Gupta- (Convenor)
2. Dr. Meenu Abhi
3. Dr. Rita Dhankar

- **Canteen Committee**

1. Ms. Punita Sethi - (Convenor)
2. Dr. Madhu Bala
3. Ms. Sushma Rani Khurana

- **Cultural Committee**

1. Dr. Vandana Sharma- (Convenor)
2. Dr. Mamta Saharawat
3. Dr. Anjna Gupta
4. Ms. Parminder Sehgal
5. Ms. Ansul Rao

- **College Premises, Building Maintenance Committee**

1. Dr. Nalini Mathur - (Convenor)
2. Dr. Sushma Rana
3. Dr. Rita Dhankar

- **Magazine, Annual Report and Prospectus Committee**

1. Dr. Raj Bhardwaj - (Convenor)
2. Ms. Poonam Sahore
3. Dr. Vandana Gupta

- **Sports Committee**

1. Dr. Mamta Saharawat - (Convenor)
2. Dr. Rachna Mohan
3. Dr. Nalini Mathur
4. Ms. Ansul Rao

- **Time Table Committee**

1. Ms. Parminder Sehgal - (Convenor)
2. Ms. Pushpa Yadav
3. Dr. Meenu Abhi
4. Dr. Alokka Dutta
5. Dr. Swati Yadav
6. Mr. Vikas Chaudhary

- **Purchase Committee**
  1. Dr. Rani Shankar Mishra - (Convenor)
  2. Ms. Anupama Agarwal, Bursar (Ex-officio)
  3. Dr. Mamta Singla
  4. Ms. Pushpa Yadav
  
- **Library Committee**
  1. Dr. Charru Sharma- (Convener)
  2. Dr. Madhu Bala
  3. Dr. Vandana Gupta
  4. Dr. Rashmi Sharma
  5. Dr. Geeta Kaushik
  
- **Gandhi Study Circle**
  1. Dr. Mamta Singla - (Convenor)
  2. Dr. Poonam Rathi
  3. Ms. Reeta Namdev
  
- **Eco-Club**
  1. Dr. Alokka Dutta - (Convenor)
  2. Ms. Poonam Sahore
  
- **Health and Hygiene Committee**
  1. Dr. Geeta Kaushik - (Convenor)
  2. Dr. Raj Bhardwaj
  3. Ms. Reeta Namdev
  
- **Discipline and Anti-Ragging Committee**
  1. Mr. Vikas Chaudhary- (Convenor)
  2. Dr. Poonam Mothsra
  3. Dr. Rani Shankar Mishra
  4. Dr. Charru Sharma
  
- **Admission Committee**
  1. Dr. Rajesh Kumar- (Convenor)
  2. Dr. Uma Nijhawan (Co-Convener)
  3. Dr. Hemvati Sharma
  4. Ms. Anupama Agarwal
  5. Dr. Punam Dagar
  6. Dr. Amrita Mehta
  7. Dr. Santosh Kaushik
  8. Dr. Rachna Mahalwala
  9. Dr. Manisha Bhutani
  
- **Admission Grievance Committee**
  1. Dr. Vandana Sharma
  2. Dr. Anjna Gupta
  3. Mr. Nagendra
  
- **Admission Help Desk Committee**

1. Dr. Mamta Saharawat
2. Dr. Poonam Rathi

- **Admission Help Desk SC/ST/OBC Committee**

1. Dr. Nalini Mathur- (Convenor)
2. Dr. Rita Dhankar
3. Ms. Pushpa Yadav

- **Garden Maintenance**

1. Dr. Suman Singh- (Convenor)
2. Dr. Rachna Mohan

- **Swachh Bharat Committee**

1. Ms. Sushma Rani Khurana- (Convenor)
2. Dr. Rashmi Sharma

- **Public Information Officer**

- Dr. Alokka Dutta

- ⌚ **ICT Coordinator**

- Dr. Rachna Mohan

- ⌚ **Website Coordinator**

- Dr. Rachna Mohan

- ⌚ **Staff Room Incharge**

- Ms. Punita Sethi

- ⌚ **NSS Coordinator**

- Ms. Seema

- ⌚ **NCC Coordinator**

- Capt. Parminder Sehgal

## MANUAL - 9

### Directory of Officers and Employees

(Section 4(1) (b) (ix) of Right to Information Act, 2005)

S. No.	Name & Designation	Department	Office Address	Tel (Off)	Tel (Res)	Email
1.	Dr. Purabi Saikia Principal	--	Bhagini Nivedita College, Kair (Near Najafgarh), New Delhi-110043	28017485	26591624	--
2.	Dr. Madhu Bala Associate Professor	Commerce	-do-	-do-	27682277	--
3.	Ms. Rachna Mahalwala Associate Professor	Commerce	-do-	-do-	27013921	<a href="mailto:rachna210974@yahoo.co.in">rachna210974@yahoo.co.in</a>
4.	Ms. Pushpa Yadav Assistant Professor	Commerce	-do-	-do-	95124-2386668	--
5.	Mr. Vikas Chaudhary Assistant Professor	Computer Science	-do-	-do-	65866907	<a href="mailto:Vikasch09@yahoo.co.in">Vikasch09@yahoo.co.in</a>
6.	Mr. Nagendra Assistant Professor	Computer Science	-do-	-do-	951275-243906	<a href="mailto:Nagendra11@yahoo.com">Nagendra11@yahoo.com</a>
7.	Ms. Uma Nijhawan Assistant Professor	Economics	-do-	-do-	25994847	<a href="mailto:umanijhawan@yahoo.in">umanijhawan@yahoo.in</a>
8.	Ms. Swati Yadav Assistant Professor	Economics	-do-	-do-	27850820	<a href="mailto:swatiyaadav@gmail.com">swatiyaadav@gmail.com</a>
9.	Ms. Amrita Mehta Associate Professor	English	-do-	-do-	28534872	
10.	Ms. Poonam Sahore Associate Professor	English	-do-	-do-	27568648	<a href="mailto:sahorepoonam@gmail.com">sahorepoonam@gmail.com</a>
11.	Dr. Rashmi Sharma Associate Professor	English	-do-	-do-	26891003	--
12.	Dr. Vandana Associate Professor	English	-do-	-do-	9811696908	<a href="mailto:Vandana_gupta11@hotmail.com">Vandana_gupta11@hotmail.com</a>
13.	Ms. Ansul Rao Assistant Professor	English	-do-	-do-	95124-2461852	<a href="mailto:Ansul_rao@yahoo.co.in">Ansul_rao@yahoo.co.in</a>
14.	Ms. Meenu Abhi	English	-do-	-do-	95124-	<a href="mailto:Meenuabhi18@gmail.co">Meenuabhi18@gmail.co</a>

	Associate Professor				4106462	m
15.	Dr. Raj Bhardwaj Associate Professor	Hindi	-do-	-do-	27028957	--
16.	Dr. Anjna Gupta Associate Professor	Hindi	-do-	-do-	65150076 47562142	--
17.	Dr. Mamta Singla Associate Professor	Hindi	-do-	-do-	9811447227	<a href="mailto:dr.mamtasingla@gmail.com">dr.mamtasingla@gmail.com</a>
18.	Dr. Geeta Kaushik Associate Professor	Hindi	-do-	-do-	27556160	<a href="mailto:dr.geetakaushik@gmail.com">dr.geetakaushik@gmail.com</a> >
19.	Dr. Hemvati Sharma Associate Professor	Hindi	-do-	-do-	95120- 2901297	<a href="mailto:57hemvatisharma@gmail.com">57hemvatisharma@gmail.com</a>
20.	Dr. Rani Shankar Mishra Associate Professor	Hindi	-do-	-do-	28540735	<a href="mailto:ranimishra2001@yahoo.co.in">ranimishra2001@yahoo.co.in</a> ,
21.	Dr. Suman Singh Associate Professor	Hindi	-do-	-do-	25122992	--
22.	Dr. Poonam Rathi Associate Professor	Hindi	-do-	-do-	28014555	--
23.	Ms. Reeta Namdev Assistant Professor	Hindi	-do-	-do-	9953198016	<a href="mailto:reetanamdev2012@gmail.com">reetanamdev2012@gmail.com</a>
24.	Dr. Nalini Mathur Associate Professor	History	-do-	-do-	25055253	<a href="mailto:nalinimathur_144@yahoo.com">nalinimathur_144@yahoo.com</a>
25.	Dr. Rajesh Kumar Assistant Professor	History	-do-	-do-	09334594548	<a href="mailto:drajeshccl@gmail.com">drajeshccl@gmail.com</a>
26.	Dr. Charru Sharma Associate Professor	Home Sc. (FCW)	-do-	-do-	25288514	<a href="mailto:sharmacharru@rediffmail.com">sharmacharru@rediffmail.com</a>
27.	Ms. Anupama Aggarwal Associate Professor	Home Sc. (FT/NHE)	-do-	-do-	26893888	<a href="mailto:anupama_agrl@rediffmail.com">anupama_agrl@rediffmail.com</a>
28.	Ms. Punita Sethi Associate Professor	Home Sc. (FT/NHE)	-do-	-do-	26132907 26139835	<a href="mailto:punitasethi77@gmail.com">punitasethi77@gmail.com</a>
29.	Dr. Rachna Mohan Associate Professor	Home Sc. (ADC)	-do-	-do-	25590559	<a href="mailto:rm1810@gmail.com">rm1810@gmail.com</a>
30.	Ms. Parminder Sehgal Associate Professor	Home Sc. (FT/NHE)	-do-	-do-	25616838	<a href="mailto:ps221069@hotmail.com">ps221069@hotmail.com</a>
31.	Dr. Rita Dhankar Associate Professor	Music	-do-	-do-	9958739293	<a href="mailto:rajsdhankar@gmail.com">rajsdhankar@gmail.com</a>
32.	Dr. Vandana Sharma Assistant Professor	Music	-do-	-do-	27115391	<a href="mailto:shavandana4@gmail.com">shavandana4@gmail.com</a> >

33.	Ms. Sushma Rani Khurana Instructor in OMSP	OMSP	-do-	-do-	9868108427	sushmaranikhurana@gmail.com
34.	Dr. Mamta Saharawat Assistant Professor	Physical Education	-do-	-do-	9999509799	mamtasaharawat@gmail.com
35.	Dr. Nirmala Rana Associate Professor	Political Sc.	-do-	-do-	27864053	--
36.	Ms. Poonam Dagar Associate Professor	Political Sc.	-do-	-do-	26896097	punamdagar@yahoo.in
37.	Dr. Alokka Dutta Associate Professor	Political Sc.	-do-	-do-	27210014	alokadutta@rediffmail.com
38.	Dr. Sushma Rana Associate Professor	Sanskrit	-do-	-do-	27556041	sushmarana181@gmail.com
39.	Ms. Shashi Gulia Librarian in Sr. Scale	Library	-do-	-do-	25520757	--
40.	Mr. Alok Senior Assistant	Accounts	-do-	-do-	9212431917	
41.	Mr. Anoop Avasthi Assistant	Admn.	-do-	-do-	9811339065	
42.	Mr. Laxmi Kant Assistant	Accounts	-do-	-do-	9968721419	
43.	Ms. Pushpa Yadav Assistant	Accounts	-do-	-do-	9312283525	
44.	Mr. Sanjay Junior Assistant	Admn.	-do-	-do-	9268039673	
45.	Mr. Joginder Singh Caretaker	Admn.	-do-	-do-	9868826259	
46.	Mr. Krishan Pal Driver	Admn.	-do-	-do-	9278092708	
47.	Mr. Harpal Singh Driver	Admn.	-do-	-do-	9968070618	
48.	Mr. Praveer Singh, Daftari	Admn.	-do-	-do-	9968278880	
49.	Mr. Sidhir Kumar Daftari	Admn.	-do-	-do-	9868127360 9871336167	
50.	Mr. Jagmal Singh Office Attendant	Admn.	-do-	-do-	9868127354	
51.	Mr. Ravikant Office Attendant	Accounts	-do-	-do-	9210240290	
52.	Mr. Prem Kumar Mali	Admn.	-do-	-do-	9654412728	
53.	Mr. Shyam Lal Mali	Admn.	-do-	-do-	--	
54.	Mr. Sanjay Kumar Chowkidar	Admn.	-do-	-do-	9212133265	
55.	Mr. Dharam Singh Chowkidar	Admn.	-do-	-do-	9868534525	
56.	Mr. Shobha Ram Meena Chowkidar	Admn.	-do-	-do-	9868534609	
57.	Mr. Narender Chowkidar	Admn.	-do-	-do-	9953016186	
58.	Ms. Krishna	Admn.	-do-	-do-	--	

	Safai Karamchari					
59.	Ms. Parkashi Safai Karamchari	Admn.	-do-	-do-	--	
60.	Ms. Santosh Safai Karamchari	Admn.	-do-	-do-	9211743651	
61.	Mr. Sanjay Safai Karamchari	Admn.	-do-	-do-	9971664831	
62.	Ms. Kunti Devi Sharma Professional Assistant	Library	-do-	-do-	9312589920	
63.	Ms. Usha Rani Semi Professional Assistant	Library	-do-	-do-	9350965074	
64.	Ms. Krishna Semi Professional Assistant	Library	-do-	-do-	9268808021	
65.	Ms. Rajbala Library Attendant	Library	-do-	-do-	9818742324	
66.	Mr. Sandeep Kumar Library Attendant	Library	-do-	-do-	9868538161	
67.	Mr. Ravi Kumar Laboratory Assistant	Chemistry	-do-	-do-	9868861580	
68.	Mr. Parmesh Laboratory Assistant	Physics	-do-	-do-	9868533918	
69.	Ms. Sumitra Laboratory Assistant	Home Sc.	-do-	-do-	--	
70.	Mr. Babu Ram Laboratory Assistant	Home Sc.	-do-	-do-	9868127326	
71.	Ms. Rajbala Laboratory Attendant	Home Sc.	-do-	-do-	25019191	
72.	Mr. Surinder Singh Malik Laboratory Attendant	Home Sc.	-do-	-do-		
73.	Mr. Pawan Kumar Laboratory Attendant	Home Sc.	-do-	-do-	9911926319	

## MANUAL - 10

### **Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations**

(Section 4(1) (b) (x) of Right to Information Act, 2005)

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 7th CPC recommendations are as under.

#### Pay scales and Pay of Teaching staff as on Month of Oct-2018

	Name	Designation	Pay Band	Basic Pay	A.G.P	Total	Gross Total
1	Ms. Purabi Saikia	Principal	PB-4	2,05,600	-	2,05,600	2,22,992
2	Ms. Geeta Kaushik	Associate Professor	PB-4	1,76,500	-	1,76,500	2,16,372
3	Ms. Suman Singh	Associate Professor	PB-4	1,76,500	-	1,76,500	2,16,372
4	Ms. Anjna Gupta	Associate Professor	PB-4	1,71,400	-	1,71,400	2,10,336
5	Ms. Raj Bhardwaj	Associate Professor	PB-4	1,71,400	-	1,71,400	2,10,336
6	Ms. Hemvati Sharma	Associate Professor	PB-4	1,71,400	-	1,71,400	2,10,336
7	Ms. Mamta Singla	Associate Professor	PB-4	1,66,400	-	1,66,400	2,04,422
8	Ms. Rani S. Mishra	Associate Professor	PB-4	1,43,600	-	1,43,600	1,77,446
9	Ms. Poonam Rathi	Associate Professor	PB-4	1,47,900	-	1,47,900	1,82,533
10	Ms. Rita Namdev	Assistant Professor	PB-3	77,500	-	77,500	1,06,933
11	Ms. Rashmi Sharma	Associate Professor	PB-4	1,87,300	-	1,87,300	2,28,903
12	Ms. Poonam Sahore	Associate Professor	PB-4	1,66,400	-	1,66,400	2,04,422
13	Ms. Amrita Mehta	Associate Professor	PB-4	1,71,400	-	1,71,400	2,10,279
14	Ms. Ansul Rao	Assistant Professor	PB-3	98,300	-	98,300	1,16,152
15	Ms. Meenu Abhi	Associate Professor	PB-4	1,47,900	-	1,47,900	1,82,533
16	Ms. Vandana	Associate Professor	PB-4	1,47,900	-	1,47,900	1,82,533
17	Ms. Nalini Mathur	Associate Professor	PB-4	1,71,400	-	1,71,400	2,10,936
18	Mr. Rajesh Kumar	Assistant Professor	PB-3	87,300	-	87,300	1,18,502
19	Ms. Uma Nijhawan	Assistant Professor	PB-3	1,13,800	-	1,13,800	1,43,346
20	Ms. Swati Yadav	Assistant Professor	PB-3	1,07,300	-	1,07,300	1,34,414
21	Ms. Nirmala Rana	Associate Professor	PB-4	1,71,400	-	1,71,400	2,10,336
22	Ms. Poonam Dagar	Assistant Professor	PB-3	1,07,300	-	1,07,300	1,35,542
23	Ms. Aloka Dutta	Associate Professor	PB-4	1,47,900	-	1,47,900	1,82,533
24	Ms. Madhu Bala	Associate Professor	PB-4	1,61,600	-	1,61,600	1,98,740
25	Ms. Rachna Mahalwala	Associate Professor	PB-4	1,43,600	-	1,43,600	1,77,446
26	Ms. Pushpa Yadav	Assistant Professor	PB-3	98,300	-	98,300	1,23,800
27	Mr. Vikas Chaudhary	Assistant Professor	PB-3	1,01,200	-	1,01,200	1,27,155
28	Mr. Nagendra	Assistant Professor	PB-3	98,300	-	98,300	1,23,800
29	Ms. Charru Sharma	Associate Professor	PB-4	1,56,900	-	1,56,900	1,93,180
30	Ms. Anupama Aggarwal	Associate Professor	PB-4	1,56,900	-	1,56,900	1,93,180
31	Ms. Punita Sethi	Associate Professor	PB-4	1,56,900	-	1,56,900	1,93,180



32	<b>Ms. Parminder Sehgal</b>	Associate Professor	PB-4	1,47,900	-	<b>1,47,900</b>	<b>1,82,533</b>
33	<b>Ms. Rachna Mohan</b>	Associate Professor	PB-4	1,43,600	-	<b>1,43,600</b>	<b>1,76,516</b>
34	<b>Ms. Rita Dhankar</b>	Associate Professor	PB-4	1,47,900	-	<b>1,47,900</b>	<b>1,65,901</b>
35	<b>Ms. Vandana Sharma</b>	Assistant Professor	PB-3	1,01,200	-	<b>1,01,200</b>	<b>1,27,155</b>
36	<b>Ms. Sushma Rana</b>	Assistant Professor	PB-3	1,01,200	-	<b>1,01,200</b>	<b>1,27,155</b>
37	<b>Ms. Sushma R. Khurana</b>	Instructor	PB-3	84,900	-	<b>84,900</b>	<b>1,08,055</b>
38	<b>Ms. Mamta Sehwat</b>	Assistant Professor	PB-3	89,900	-	<b>89,900</b>	<b>1,13,645</b>
39	<b>Ms. Poonam Mothsra</b>	Assistant Professor	PB-3	87,300	-	<b>87,300</b>	<b>1,10,875</b>
40	<b>Ms. Santosh Kaushik</b>	Assistant Professor	PB-3	75,200	-	<b>75,200</b>	<b>96,821</b>
41	<b>Ms. Manisha Bhutani</b>	Assistant Professor	PB-3	87,300	-	<b>87,300</b>	<b>1,10,893</b>

## MANUAL - 11

### The Budget Allocated to each Agency (Particulars of all plans, proposed expenditure and reports on disbursement made)

(Section 4(1) (b) (xi) of Right to Information Act, 2005)

	Head of Account	Actual 2011- 2012	Sanctioned Estimate for 2012-2013	Revised Estimate for 2012- 2013	Budget Estimate for 2013- 2014
<b>A</b>	<b><u>Fees</u></b>				
1	Tuition Fee	205380	294120	264240	302940
2	Admission Fee/Re-admission Fees	57050	81700	73400	84150
3	Magazine Fee	171150	245100	220200	252450
4	Library reading room fee	228200	326800	293600	336600
5	identity Card/Duplicate Card Fee	28525	40850	36700	42075
6	Garden Fee	45640	65360	58720	67320
7	Water & Electricity Fee	114100	163400	146800	168300
8	House Examination Fee	22500	0	89100	105000
9	Vocational/Restructured Sub. Fee	520000	640000	600000	720000
10	B.Sc. Subject Fee	135000	136500	151500	153000
<b>B</b>	<b><u>Other Receipts</u></b>				
1	Sale of Prospectus Adm. & Prel. Form	25350	28850	34620	50640
2	Fine	1250	2000	2000	2000
3	Water charges canteen	1800	2400	2400	2400
4	Rent Received (Canteen)	4500	6000	6000	6000
5	Library Book Fine	10399	5000	11000	12000
6	Library Duplicate Card Fee	920	500	1000	1000
7	Sale of Old Newspaper & Magazine	6426	5000	7000	8000
8	Miscellaneous receipts	20294	3000	5000	5000
9	Students Society Fee forfeited A/C	18000	20000	20000	20000
10	Alumini Asso. Fee forfeited A/c	1400	2000	2000	2000
11	0	0	0		
12	Canteen electric charges received	4056	5000	5000	5000
		<b>1621940</b>	<b>2073580</b>	<b>2030280</b>	<b>2345875</b>
<b>C</b>	<b><u>Car &amp; Scooter Advance</u></b>	0	100000	100000	100000
		<b>1621940</b>	<b>2173580</b>	<b>2130280</b>	<b>2445875</b>

## MANUAL - 12

### The Manner of Execution of Subsidy Programmes

(Section 4(1) (b) (xii) of Right to Information Act, 2005)

## Not Applicable

## MANUAL - 13

### Particulars of Recipients of Concessions, Permits or Authorization granted

(Section 4(1) (b) (xiii) of Right to Information Act, 2005)

#### A) Reservations & Relaxations in Admission

- **Reservation of Seats in college for SC/ST Candidates**

22½ % of the total numbers of seats are reserved for candidates belonging to Scheduled Caste/ Scheduled Tribes (15% for Scheduled Caste and 7½% for Scheduled Tribes, interchangeable, if necessary). It is a statutory obligation on the part of Colleges to fill all seats reserved for Scheduled Caste/Scheduled Tribe candidates.

The Colleges shall not refuse admission to any SC/ST candidate on the basis of medium of instruction. Any deficiency in the knowledge of any particular language should be removed, remedial classes for which may be arranged by utilizing grants that are available from University Grants Commission.

Relaxation to the extent of 5% in the minimum marks will be given to the candidates belonging to Scheduled Caste and Scheduled Tribes to determine their eligibility and merit for admission to the course concerned.

In case, after giving 5% relaxation, the reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill up all the reserved seats.(AC Resolution A88, 14.6.1983) (EC Resolution 157, 24121.2001).

Note: SC/ST students who get admission under open merit will not be included in the reserved quota i.e.22.5%.

- **Reservation of Seats for Other Backward Classes (OBC)**

27% seats will be reserved for the candidates belonging to OBC.

At the time of giving admission to an OBC candidate, the College will ensure that the caste is included in the Central List of OBC. The certificate must mention non-creamy layer status of the candidate

The OBC candidates shall be given a relaxation of 10% in the minimum eligibility marks of the said course and in the admission entrance test 10% of the minimum eligibility marks prescribed for General Category candidates.

It is a statutory obligation on the part of Colleges to fill all seats reserved for OBC candidates.

The College shall not refuse admission to any OBC candidate on the basis of medium of instruction. Any deficiency in the knowledge of any particular language should be removed, remedial classes for which may be arranged by utilizing grants that are available from University Grants Commission.

If the seats meant for OBC remain vacant on the last date for admission, the same will be filled up by other eligible candidate.

Note: The merit list for the general category seats will comprise of all the candidates in the order of merit. No one will be excluded from the same. In other words, it will also include SC/ST/OBC candidates. If they come in general merit. The candidate cannot be excluded from the general category merit list just because he belongs to SC/ST/OBC. Such a candidate is entitled to be considered under the general category, as well as under the reserved category. Admission to open category seats will be strictly in the order of merit without excluding SC/ST/OBC candidates.

- **Reservation of Seats for Persons with Disabilities (PwD)**

Three percent, (3%) seats in all undergraduate and postgraduate institutions (including professional and technical institutions) will be reserved for candidates having minimum 40% physical disabilities.

- **Reservation for Armed Forces**

5% of the seats in each course have to be offered to the Children/Widows/Wives of Officers and Men of the Armed Forces including Para-Military Personnel, in the order of preference given below. Such candidates will be required to get their names registered at Room No. 218, II Floor, New Administrative Block, North Campus, University of Delhi (between June 5, 2015 to June 15, 2015 from 10.00 A.M. to 1.00 P.M. excluding Sundays).

1. Widows/Wards of Defence personnel killed in action;
2. Wards of serving personnel and ex-servicemen disabled in action;
3. Widows/Wards of Defence personnel who died in peace time with death attributable to military service;
4. Wards of Defence personnel disabled in peace time with disability attributable to military service;
5. Wards of Ex-servicemen personnel and serving personnel including police personnel who are in receipt of Gallantry Awards;

(Above categories are also applicable for Para military personnel);

Relaxation to the extent of 5% in the minimum marks in the aggregate or in the subject, as the case may be, will be given to the candidates of the above mentioned categories while determining their eligibility to the course concerned.

For purpose of registration, the candidates are required to submit their applications on a prescribed form available at the Registration Centre, along with two self-attested Photostat copies as well as the originals of the required certificates which will be returned to them after endorsement on the reverse of the original certificates.

- **Sports/ECA Quota**

It is mandatory for all the Colleges to provide sports facilities and encourage all students to participate in sports and extracurricular activities by introducing inter-class competitions and mass sports.

The existing provision of not more than 5% sports and ECA quota (subject- wise) be continued. The Colleges should be free to decide the actual number of seats to be filled on sports basis (not more than 5%) keeping in view the facilities available, requirement of the College and other relevant factors.

The guidelines for admissions under Sports/ECA categories will be carried out as per notifications No. Aca.1/Sports/2012/82 dated 18.05.2012 and Aca. 1/82/ECA/2012/163 dated 5 June, 2012 respectively

## **B) Scholarships and Prizes**

Delhi University holds competitive examination in the month of October each year for the award of All India Entrance Scholarship of Rs. 250.00 per month each tenable for three years. Students of an Honours Course with at least 55% marks in the aggregate may apply for taking part in this examination. Application in the prescribed form Examination Branch - VII (i) of the University of Delhi should be submitted along with examination fee of Rs. 50.00 latest by the last date. Besides this there are other scholarships offered by the various organizations throughout the year. Grant of these scholarships depends upon different sets of criteria. Students will be informed about such scholarships from time to time.

### **Scholarship to SC/ST Student:**

Candidates belonging to scheduled caste/tribes are awarded scholarship by the state to which they belong. Such students are advised to obtain application forms from the Accounts Section immediately after their admission and submit the same duly completed along with required certificates before the last date announced each year. Claims of students, who do not submit their application in time, will not be entertained.

The Continuance of any freeship, scholarship or grant of other privileges depend on satisfactory academic progress, regular attendance, discipline and good conduct. Every stipend holder needs to abide by the college rules and regulations and have a proven good conduct.

### **Student Aid Fund:**

There is a facility of STUDENT AID FUND in the college to help the economically weak & meritorious students.

### **Fee Concession & Stipends:**

The college awards fee concession to needy, deserving and meritorious students to the extent of 20% of the total fees collected during the year on the basis of result. Application on prescribed forms are to be submitted to the Accounts section by 31st August.

## MANUAL - 14

### **Information available in an electronic form**

(Section 4(1) (b) (xiv) of Right to Information Act, 2005)

Please provide the details of the information related to the various schemes which are available in the electronic format.

The information relating to admission, courses taught and related activities is available on college web site: <http://www.bhagininiveditacollege.in>

## MANUAL - 15

### **Particulars of the facilities available to citizens for obtaining information**

(Section 4(1) (b) (xv) of Right to Information Act, 2005)

**Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

Information deemed necessary to be publicised is posted on the College notice board and/or advertised in the media and/or made available on the college website.  
<Http://www.bhagininiveditacollege.in>

Information is also made available to citizens directly as per applicable provisions of the Right to Information Act, 2005

#### **Working Hours**

Regular classes are held from 9.00 A.M. to 5.30 P.M. as per the Time Table announced in the beginning of each academic year.

The College Administration and Library, however, function till 5.30 P.M. on all working days. Different timings, as notified separately in the college or class notice boards shall apply to examinations, extra curricular activities and special events or classes.

The class schedule is as under:

<b>Class</b>	<b>From</b>	<b>To</b>
I	09.00 AM	10.00 AM
II	10.00 AM	11.00 AM
III	11.00 AM	12.00 PM
IV	12.00 PM	01.00 PM
V	01.00 PM	02.00 PM
VI	02.00 PM	03.00 PM
VII	03.00 PM	04.00 PM
VIII	04.00 PM	05.00 PM

## MANUAL - 16

# Particulars of Public Information Officers

(Section 4(1) (b) (xvi) of Right to Information Act, 2005)

### Public Information Officer

Dr. Alokka Dutta, Associate Professor, Department of Political Sc.,  
Bhagini Nivedita College, University of Delhi.  
Kair, Near Najafgarh, New Delhi 110043  
Tel No. 011-28017485

### Assistant Public Information Officer

Mrs. Kunti Sharma, Head Librarian,  
Bhagini Nivedita College, University of Delhi.  
Kair, Near Najafgarh, New Delhi 110043  
Tel No. 011-28017485

### Appellate Authority

Dr. Purabi Saikia, Principal, Bhagini Nivedita College, University of Delhi.  
Kair, Near Najafgarh, New Delhi 110043  
Tel No. 011-28017485, 011-28018326

### RTI Application Procedure

The person seeking 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:-

- Rs. 2/- per page of A-4 or A-3size.
- Actual cost for sizes bigger than A-4 or A-3.
- In case of printed material, the printed copies could be had from the University sales counter/authorized sales agents on payment.
- In case of photo copies, the rate would be Rs. 2/- per page.
- 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.
- For inspection of records, no fee for the first hour , and a fee of Rs.5/- for each 15 minutes(or fraction thereof) thereafter.

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

## **Grievance Redressal System**

The college adopts the grievance redressal system prescribed by the University of Delhi. The College has implemented the Delhi University online grievance redressal system for students. The link to this system is available on the home page of the College Website [www.bhagininivedita.college.in](http://www.bhagininivedita.college.in)

The College has a separate Committees for addressing different types of grievances

### **Complaints against Sexual Harassment**

Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

Where the aggrieved woman is unable to make a [sale replica breitling cole watches](#) complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Rule, 2013, complaint may also be made on behalf of the aggrieved woman who is unable to make a complaint on account of her physical incapacity by her relative or friend or her co-worker or an officer of the National Commission for Women, or State's Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman

### **Internal Complaints Committee of the College**

The composition of the committee set up by the college under the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 is as follows

- Dr. Vandana Sharma - Chairperson
- Ms. Reeta Namdev - Member
- Dr. Rajesh Kumar - Member
- NGO Representative - Member

### **Admission Grievances Committee**

1. Dr. Vandana Sharma (9811036045)
2. Dr. Anjna Gupta (9953894255)
3. Mr. Nagendra Duhan (9868342331)



## MANUAL - 17

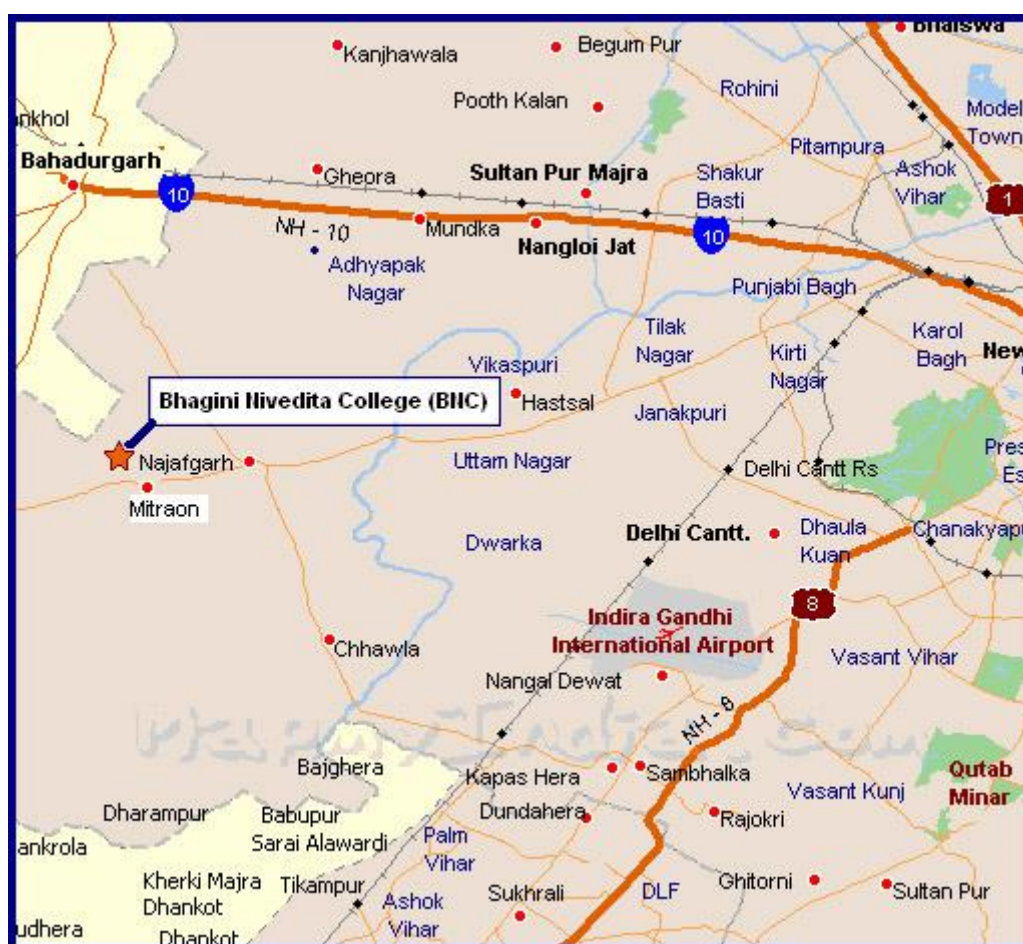
### Other Useful Information

(Section 4(1) (b) (xvii) of Right to Information Act, 2005)

#### A) Campus Location

The college is located in a peaceful, serene and pollution free environment of Kair located about 6.5 Kms off Najafgarh in West Delhi. Plans have been approved to create a whole new campus with modern infrastructure.

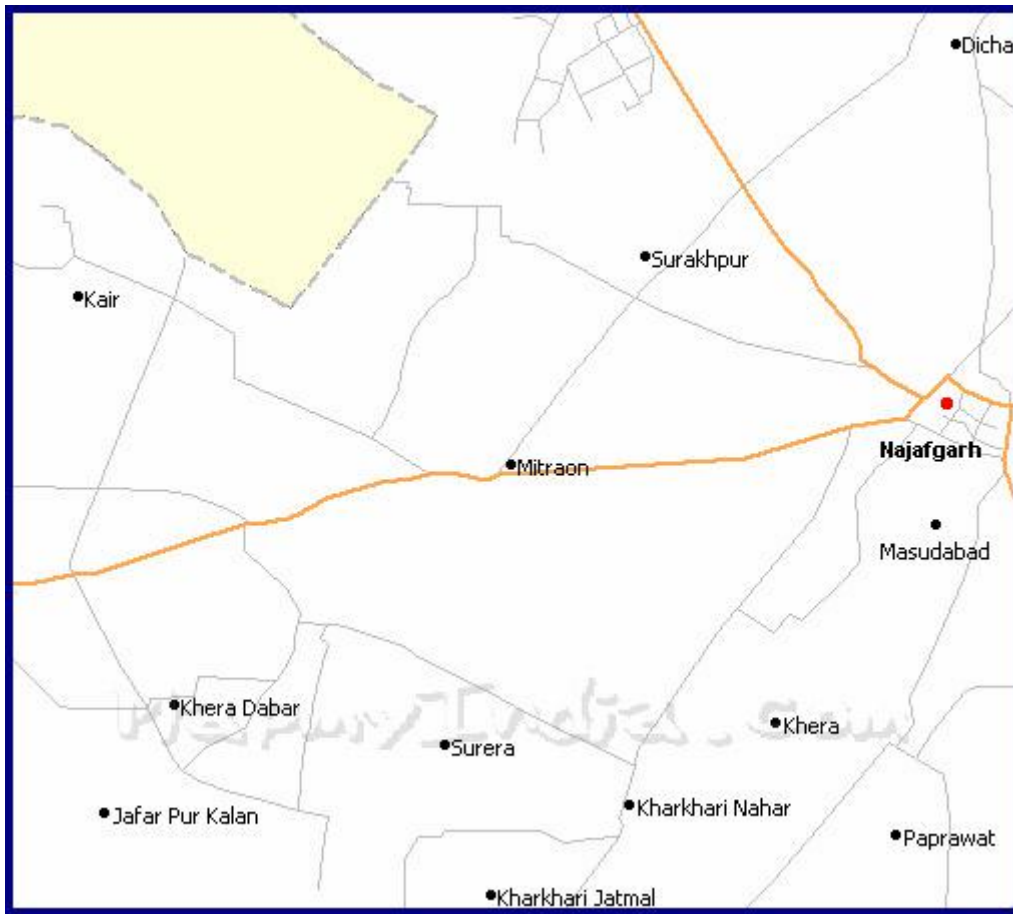
The maps displayed below show the different routes to reach the college by road.



The road map displayed above indicates the routes, which can be used to reach the college from western and south western parts of Delhi. As can be seen in the map, Najafgarh is the place nearest to the college, which is well connected to other parts Delhi. From Najafgarh, travel towards Mitraon on the Najafgarh- Dhansa Road. The link road to BNC, which goes further to Kair village, joins the main Najafgarh to Dhansa Road when you are just about to go past Mitraon while travelling from Najafgarh. Take a right turn in to this link road, if coming from Najafgarh.

The road map displayed below shows the link roads around the college connecting nearby

villages. You can also see the link road from Kair connecting the college to the Najafgarh - Dhansa road more clearly



### How to reach the College by public transport?

#### Bus Routes

Buses plying towards to Kair can drop you at the college bus stop

Destination	Bus No	From - To
Get down at Mitraon	836	Najafgarh to Mandela
	844	Najafgarh to Sarangpur
	835	Tilak Nagar to Dhansa
	827	Tilak Nagar to Daurala
	826	Najafgah to Khera Dabar
Get down at College	817	Inderlok to Kair
	824	Tilak Nagar to Kair
	942	Najafgarh to Kair

In the case of other bus routes get down at Mitraon Bus Stop. You could then take the buses plying towards Kair. You could also avail of the college van, which plies between Mitraon and the College at fixed timings.

### Nearest Metro Station

The nearest metro station is Dwarka Mor from where you could get public transport buses plying from Tilak Nagar to Kair or Mitraon. Alternatively you could also take bus to Najafgarh and from the Dhansa bus stand at Najafgarh reach Mitraon and then to the College.

### B) Tentative Seats available course wise in the college for the year 2018-19

S.No.	Course	Total	UR	SC	ST	OBC	PwD
1	B.A.Programme	408	186	61	31	110	20
2	B.A. (H) Hindi	46	22	07	03	12	02
3	B. A. (H) History	46	22	07	03	12	02
4	B. A. (H) Political Science	46	22	07	03	12	02
5	B.Com.	92	42	14	07	25	04
6	B.Sc. Physical Science with Computer Sc.	35	17	05	03	09	01
7	B.Sc. Physical Science with Chemistry	35	17	05	03	09	01
8	B. Sc. (H) Home Science	32	15	05	02	09	01
9	B. Sc. (H) Physics	46	22	07	03	12	02

Note: There is 5% course-wise supernumerary quota for Kashmiri Migrants. All Kashmiri migrants who have been issued certificates across the country will be considered for admission.

### C) Fees and Other Charges

#### Details of fee and other charges payable to the college and the university

##### College

Admission/Re-admission Fees	100.00
Tuition Fees @ Rs. 15/- p.m.	180.00
Magazine Fees	150.00
Library and Reading Rooms Fees	200.00
Identity card Fees	50.00
Garden Fees	50.00
Water & Electricity Fees	250.00
Computer Lab Fee (For all students)	600.00
B. Sc. Subject Fee	1500.00
Vocational/ Restructured subject Fees	800.00

##### University

Cultural Activities Fee	5.00
Enrolment/ Re-enrolment fee	200.00

Athletic Association Fees	50.00
Development Fees	600.00
World University Service	5.00
N.S.S. Fund	20.00
University Union	20.00
Sexual harassment Prevention Fee	10.00
Examination Fees	As per rules

#### Student Fee

Game & Sports Fund	200.00
Function & Cultural Activities Fund	350.00
Union Fund	250.00
College Security Fund (Refundable)	500.00
College Development Fund	500.00
Medical Fund	25.00
Aid Fund	25.00
Seminar Fund	100.00
Annual Day Fund	200.00
Alumni Association Fund	120.00
Society Fee	500.00
Music Fund (Only from Music students)	225.00
Hindi Department Fee (Only from Hindi (Hons) Students)	150.00

#### Total Fee as proposed for 2018-19

Name of the Course	Proposed Fee
B.A. Programme with conventional subjects	5260
B.A. Programme with vocational/restructured subjects	6060
B.Com.	5260
B.A. (Hons.) Hindi	5260
B.A. (Hons.) History	5260
B.A. (Hons.) Political Sc.	5260
B. Sc. Physical Science	6760
B. Sc. (Hons.) Home Science	6060
B. Sc. (Hons.) Physics	6760

#### Fee Refund

The Executive Council vide Resolution No. 191 dated 21.03.2012 has revised the rules regarding refund of fees paid, which are as under

Reason for seeking refund	Quantum of fee to be refunded
(a) When a student applied for withdrawal of admission before the last date of admission	Full Fee after deduction of Rs.250
(b) When a student applied for withdrawal of admission after the last date of admission and on or before 31st July of the year of admission	Full Fee after deduction of Rs.500
(c) When a student applied for withdrawal of admission after 31st July of the year of admission and on or before 16th August of the year of Admission	Full Fee after deduction of Rs.1000
(d) When a student applied for withdrawal of admission after 16th August of the year of Admission	No Fee will be refunded