

# INFORMATION HANDBOOK

prepared in accordance with  
Right to Information Act, 2005

(Updated up to May 2026)



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

[www.bhagininiveditadu.ac.in](http://www.bhagininiveditadu.ac.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)

#### 1.1 Objective /purpose of the public authority.

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 is committed to empowering women through quality higher education, promoting academic excellence and social responsibility, and providing inclusive educational opportunities to students from diverse socio-economic and geographical backgrounds.

#### 1.2 Mission / Vision Statement of the public authority.

##### 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.

### **1.3 Brief history of the public authority and context of its formation.**

Bhagini Nivedita College, a constituent college of the University of Delhi funded by the Government of NCT of Delhi, was established in August 1993 and is located near Village Kair, Najafgarh, in South-West Delhi. Founded with the objective of expanding access to higher education for women, particularly in the rural and semi-urban areas of the region, the College has grown steadily since its inception. Over the years, it has emerged as an institution serving students from diverse geographical and socio-economic backgrounds.

The College currently offers undergraduate programmes in the disciplines of Arts, Commerce, and Science and caters to female students. Supported by the Government of NCT of Delhi and functioning under the academic framework of the University of Delhi, the College is committed to providing quality higher education and promoting the holistic development of its students.

The college offers the following undergraduate programmes

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

Funded and supported by the Government of Delhi, BNC is making important strides. BNC is proud of its achievements made possible by its keen students, excellent teaching faculty and able supporting staff.

#### **1.4 Duties of the public authority**

The College is responsible for providing quality higher education in accordance with the policies, regulations, and academic framework prescribed by the University of Delhi, the University Grants Commission (UGC), and other competent authorities. It is also responsible for ensuring effective teaching-learning processes, student development, transparent administration, prudent financial management, and the maintenance of academic and support infrastructure.

The duties of Bhagini Nivedita College include:

1. Providing quality undergraduate education in accordance with the academic regulations, ordinances, and curriculum framework prescribed by the University of Delhi.
2. Conducting teaching, learning, assessment, and examination-related activities as per university guidelines.
3. Promoting the academic, intellectual, and holistic development of students through curricular, co-curricular, and extracurricular activities.
4. Facilitating research, innovation, skill development, and extension activities among students and faculty.
5. Ensuring equitable access to higher education and maintaining an inclusive learning environment.
6. Managing and maintaining academic, administrative, financial, and infrastructural resources of the College.
7. Implementing policies, regulations, and directives issued by the University of Delhi, the University Grants Commission (UGC), the Government of NCT of Delhi, and other competent authorities.
8. Promoting transparency, accountability, and good governance in institutional functioning.

### 1.5 Main activities/ functions of the public authority

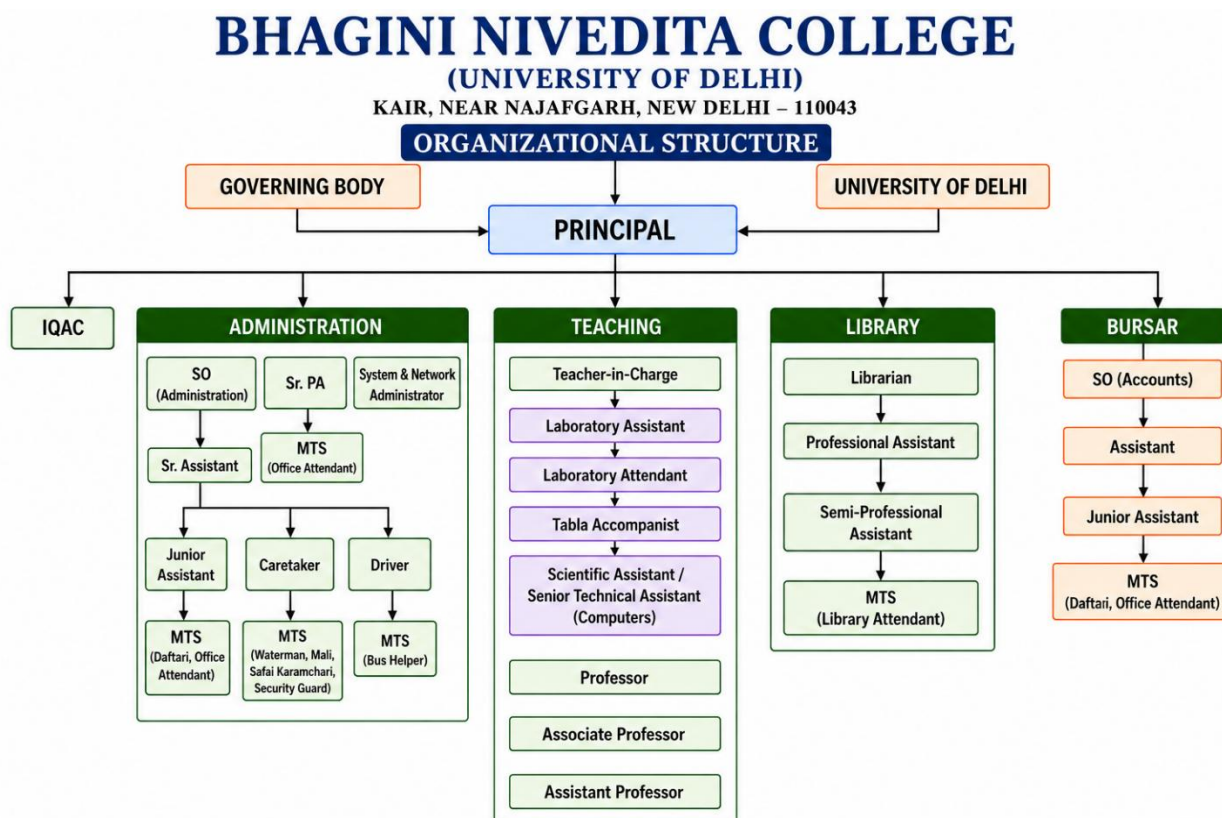
The principal activities and functions of the College include:

- Conducting undergraduate academic programmes in Arts, Commerce, and Science disciplines.
- Organizing teaching, learning, assessment, and examination-related activities.
- Promoting research, innovation, skill development, and experiential learning.
- Facilitating co-curricular, extracurricular, sports, and cultural activities.
- Providing student support services, mentoring, counselling, and career guidance.
- Undertaking extension, outreach, and community engagement activities.
- Managing academic, administrative, financial, and infrastructural resources of the College.

### 1.6 List of services being provided by the public authority with a brief write-up on them

Service	Brief Description
Undergraduate Education	Offers undergraduate programmes in Arts, Commerce, and Science disciplines in accordance with the curriculum and regulations of the University of Delhi.
Library Services	Provides access to books, journals, e-resources, reading facilities, and other learning materials to support teaching, learning, and research.
Laboratory Facilities	Maintains laboratories for practical training and experiential learning.
ICT-enabled Learning Facilities	Provides access to computer facilities, internet connectivity, digital learning resources.
Academic Mentoring and Counselling	Offers academic guidance, mentoring, and counselling support to facilitate students' academic and personal development.
Scholarships and Financial Assistance	Facilitates access to scholarships, fee concessions, and financial assistance schemes offered by the Government, University, and other agencies.
Career Guidance and Placement Support	Organises career counselling programmes, skill-development activities, internships, and placement-related initiatives.
Sports and Cultural Facilities	Provides opportunities for participation in sports, cultural activities, competitions, and extracurricular programmes.
Grievance Redressal and Student Support	Maintains mechanisms for addressing student grievances and ensuring a safe, inclusive, and supportive campus environment.
Research, Innovation, and Skill Development	Encourages participation in research projects, innovation activities, entrepreneurship initiatives, and skill-enhancement programmes.
Administrative Services	Provides services related to admissions, examinations, certificates, scholarships, student records, and other academic and administrative matters.

## 1.7 Organizational Structure Diagram



## 1.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The College expects constructive participation and support from students, parents, alumni, citizens, and members of the University community in enhancing the effectiveness, transparency, and overall functioning of the institution.

## 1.9 Arrangements and methods made for seeking public participation/contribution.

Public participation in the affairs of the College is facilitated through the nomination of persons from various walks of public life to its Governing Body, in accordance with the provisions of the University of Delhi Act and Statutes. In addition, stakeholder participation is ensured through the Internal Quality Assurance Cell (IQAC), which includes representatives from the local community, students, alumni, employers/industry, and other stakeholders. The College also obtains feedback and suggestions from students, parents, alumni, employers, and other stakeholders to support quality enhancement and institutional development.

## 1.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Management of the various academic, administrative, financial, and student-related activities of the College is supervised by the principal through designated administrative functionaries, Staff Council committees, and statutory bodies. The Internal Quality Assurance Cell (IQAC) monitors quality-related initiatives and institutional performance through periodic review and stakeholder feedback mechanisms.

The overall functioning of the College is monitored by the Governing Body and is subject to

the academic and administrative oversight of the Academic Council and Executive Council of the University of Delhi.

Grievance redressal mechanisms are available for students, staff, and other stakeholders through committees and statutory bodies such as the Grievance Redressal Committee, Internal Complaints Committee, Anti-Ragging Committee, Equal Opportunity Cell, and other designated forums. Matters requiring further intervention may be referred to the Principal, Governing Body, or the University authorities, as appropriate.

**1.11 Addresses of the main office.**

Bhagini Nivedita College, Kair, Near Najafgarh,  
Adjacent to Kair Bus Depot, New Delhi – 110043

**1.12.1 Morning hours of the office:**

9.00 AM

**1.12.2 Closing hours of the office:**

5.30 PM

## MANUAL – 2

### Powers and duties of the Officers and Employees

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

#### 2.1 Please provide details of the powers and duties of officers and employees of the organization.

Subject to the Act, Statutes, Ordinances and Regulations of the University of Delhi, the Governing Body shall be the Executive Authority and shall have general supervision and control of the affairs of the College. The GB comprises Five members from the University Panel, Five members from Delhi Government Panel, Two representatives of the University, Two representatives of the College Faculty and the Principal as Member Secretary. On being constituted, the GB shall elect its Chairman and appoint a Treasurer from among its members. 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.

	Designation/Name	Powers and Duties
1.	<b>Chairman</b> Prof. Rajesh Singh	<p>The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.</p> <p>In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinion of the Principal of the College, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.</p>
2.	<b>Treasurer</b> Prof. Uma Shankar	<ol style="list-style-type: none"><li>1) The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII(4)(1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.</li><li>2) The Treasurer shall advise the Governing Body in regard to its financial policy.</li><li>3) The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the College and shall be responsible for the presentation of the Annual Estimates and the Annual Statements of Accounts.</li><li>4) The Chairman and the Treasurer acting jointly shall be authorised to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.</li><li>5) The Treasurer shall be the custodian of the funds and securities of the College.</li><li>6) Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the College and to realise interest, dividend, bonds or profit due thereon.</li><li>7) All suits and proceedings by or against the College affecting</li></ol>

		<p>property, investment and other financial matters, shall be filed and defended in the name of the Treasurer.</p> <p>8) The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.</p>
3.	<p><b>Principal</b> Prof. Ruby Mishra</p>	<p>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).</p> <ol style="list-style-type: none"> <li>1) The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.</li> <li>2) The Principal shall realise and receive all grants or other money due to the College from the Central and State Governments, and the University and other persons, bodies and authorities.</li> <li>3) The Principal shall not accept the membership of the Governing Body of any other College of the University of Delhi.</li> <li>4) The Principal shall, in addition to his duties as Principal be also required to undertake teaching work in the College or the University.</li> <li>5) The Principal shall be responsible for the organisation of teaching and co-curricular activities of the College.</li> <li>6) The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.</li> <li>7) The Principal shall sanction leave of all types, within the rules prescribed, to all nonteaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the Rules.</li> <li>8) The Principal shall sanction all types of leave, excepting Study Leave and leave without pay to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.</li> <li>9) The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. will be taken by him without the prior approval of the Governing Body.</li> <li>10) Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students' Fund (ii) have powers to appoint Class-IV staff, and suspend and dismiss such staff and report the same to the Governing Body.</li> <li>11) The Principal will decide the policies regarding Examination (College), promotion and admission to the College after consultation with the Staff Council as constituted under Ordinance XVIII(6).</li> <li>12) The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.</li> <li>13) The Principal, will keep the members of the Governing Body informed of the progress of statement of income and</li> </ol>

		expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads.
4.	<b>Bursar</b> Ms. Pushpa Yadav	The Governing Body on the recommendation of the Principal shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII(4)(2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College. The Bursar of the College shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College. 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).
5.	<b>Teachers</b> (Professor/ Associate Professor/ Assistant Professor)  List Attached at the end of this Table	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 co-curricular and 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 coordinate and manage activities relating to the concerned laboratory.
6.	<b>Section Officer (Admin)</b>	To supervise the administrative matters, and assist the Principal wherever the administrative help is required.
7.	<b>Section Officer (Accounts)</b> Mr. Alok	Supervises the Accounts Section, oversees financial transactions, budget implementation, maintenance of accounts, audit matters, and compliance with financial rules.
8.	<b>Senior Personal Assistant to Principal</b> Mr. Rajesh Kumar	Provides secretarial assistance to the Principal, maintains correspondence, schedules meetings, manages records, and assists in administrative coordination.
9.	<b>Senior Assistant</b> Anoop Avasthi	Assists in the supervision of administrative work, maintenance of records, establishment matters, admissions, examinations, and implementation of office procedures.
10.	<b>Assistant</b> Pushpa Yadav Nirmala Yadav	Processes files and correspondence, maintains records, assists in establishment, academic, examination, and administrative matters.
11.	<b>Junior Assistant</b> Pardeep Sanjay Kumar Jeetendra Kaushik	Performs clerical and data-entry work, maintains records, prepares documents, and assists in routine office administration.
12.	<b>Caretaker</b> Joginder Singh	Supervises maintenance of college buildings, classrooms, utilities, furniture, equipment, and campus facilities.
13.	<b>Daftarl</b> Sudhir Kumar	Maintains files and records, assists in file movement, record keeping, dispatch work, and related office duties.
14.	<b>Multi-Tasking Staff (Office)</b> Jagmal Singh Ravikant	Provides assistance in office work, movement of files, delivery of documents, maintenance of office premises, and other duties assigned by the competent authority.

15.	<b>Multi-Tasking Staff (Accounts)</b> Hirdesh Yonna	Assists the Accounts Section in file movement, record maintenance, dispatch of documents, and other routine office and support functions.
16.	<b>Chowkidar</b> Dharam Singh Shobha Ram Meena Sanjay Kumar Narender	Ensures security and safety of college premises, monitors entry and exit, and performs watch and ward duties.
17.	<b>Safai Karamchari</b> Sanjay	Maintains cleanliness and sanitation of the campus, classrooms, offices, and other facilities.
18.	<b>Driver</b> Yogesh Kumar Jagmal Singh	Operates and maintains college vehicles, ensures safe transportation of students, staff, and official materials, and maintains vehicle records as per prescribed procedures.
19.	<b>Waterman</b> Dheeraj Kumar	Ensures the availability and distribution of drinking water, maintains water dispensers and related facilities, and performs duties assigned by the competent authority.
20.	<b>Helper</b> Amar Kumar	Assists in routine maintenance, movement of materials and equipment, event support, and other duties assigned by the competent authority.
21.	<b>Mali</b> Shyam Lal	Maintains gardens, lawns, plants, and landscaping of the college campus.
22.	<b>Library Senior Personal Assistant (SPA)</b> Usha Rani	Assists in the administration of library services, maintenance of records, circulation activities, and user support.
23.	<b>Library Attendant</b> Sandeep Kumar	Assists in the issue and return of books, shelving, stock verification, maintenance of library collections, and support to library users.
24.	<b>Laboratory Assistant</b> Ravi Kumar Parmesh Kumar Sachin Yadav Lata Surinder Malik	Assists in the preparation and conduct of practical classes, maintenance of laboratory equipment, chemicals, instruments, and laboratory records.
25.	<b>Laboratory Attendant</b> Pawan Kumar Labh Singh	Provides support during practical classes, maintains cleanliness and upkeep of laboratories, and assists in handling laboratory materials and equipment.
26.	<b>Tabla Accompanist</b> Anil Kumar	Provides musical accompaniment during practical classes, performances, rehearsals, examinations, and other academic and cultural activities of the Music Department.
27.	<b>System &amp; Network Administrator (S&amp;NA)</b> Sandeep Verma	Manages and maintains the College's IT infrastructure, including computer systems, servers, networks, internet connectivity, software applications, and ICT facilities. Provides technical support for academic and administrative activities and ensures the smooth functioning of digital services and e-governance systems.

## List of Teachers

**Prof. Ruby Mishra**

**Principal**

### Department of Chemistry

1	Dr. Poonam Mothsra	Professor
2	Dr. Ruby Mishra	Professor
3	Dr. Surashree Sarma	Assistant Professor (Ad-hoc)
4	Neerja Khaneja	Assistant Professor (Guest)
5	Prabhat Kumar	Assistant Professor (Guest)
6	Upendra Kumar Patel	Assistant Professor (Guest)
7	Anjali	Assistant Professor (Guest)
8	Naveen Kumar	Assistant Professor (Guest)

### Department of Commerce

1	Dr. Madhu Bala	Professor
2	Dr. Rachna Mahalwala	Professor
3	Ms. Pushpa Yadav	Associate Prof.
4	Ms. Sushma Rani Khurana	Instructor, Modern Office Management
5	Ms. Anuradha Yadav	Assistant Professor (Ad-hoc)
6	Mr. Amit Kumar	Assistant Professor (Ad-hoc)
7	Divipty Dagar	Assistant Professor (Guest)
8	Priyanka Yadav	Assistant Professor (Guest)

### Department of Computer Science

1	Mr. Vikas Chaudhary	Associate Professor
2	Mr. Nagendra	Associate Professor
3	Dr. Nikita Yadav	Assistant Professor (Ad-hoc)
4	Ms. Tanu Sharma	Assistant Professor (Ad-hoc)
5	Ms. Urvashi	Assistant Professor (Ad-hoc)

### Department of Economics

1	Dr. Swati Yadav	Professor
2	Mr. Rohit Rao	Economics
3	Meenakshi Meena	Assistant Professor (Guest)
4	Harsh Kumar	Assistant Professor (Guest)

### Department of English

1	Dr. Amrita Mehta	Professor
2	Miss Poonam Sahore	Associate Prof.
3	Dr. Vandana	Professor
4	Dr. Ansul Rao	Professor
5	Rajni Kanwar	Assistant Professor (Guest)

### Department of Environmental Science

1	Dr. Bhuvan Chopra	Assistant Professor (Guest)
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### Department of Hindi

1	Dr. Raj Bhardwaj	Professor
2	Dr. Anjna Gupta	Associate Prof.
3	Dr. Mamta Singla	Professor
4	Dr. Geeta Kaushik	Professor
5	Dr. Poonam Rathi	Professor
6	Dr. Rita Namdev	Associate Prof.
7	Archit Singh	Assistant Professor (Guest)
8	Mamta	Assistant Professor (Guest)
9	Sukesh Kumari	Assistant Professor (Guest)
10	Arun Kumar	Assistant Professor (Guest)
11	Vivek Vikram Singh	Assistant Professor (Guest)

### Department of History

1	Dr. Nalini Mathur	Professor
2	Dr. Rajesh Kumar	Professor
3	Dr. Rajkumar	Assistant Professor (Ad-hoc)
4	Dr. Bharti	Assistant Professor (Ad-hoc)
5	Ms. Mayuri Dihingia	Assistant Professor (Ad-hoc)
6	Dr. Deo Kant Mishra	Assistant Professor (Ad-hoc)
7	Dr. Shaheen	Assistant Professor (Ad-hoc)
8	Raj Kumar Tiwari	Assistant Professor (Guest)
9	Deepak Kumar	Assistant Professor (Guest)
10	Tejmal Beniwal	Assistant Professor (Guest)
11	Pushkar Kumar	Assistant Professor (Guest)
12	Ravi Kumar Meena	Assistant Professor (Guest)

### Department of Home Science

#### • Food and Nutrition

1	Ms. Anupama Aggarwal	Associate Professor
2	Ms. Punita Sethi	Associate Professor
3	Ms. Parminder Sehgal	Associate Professor
4	Dr. Akanksha Jain	Assistant Professor (Ad-hoc)
5	Dr. Suman Mohan	Assistant Professor (Ad-hoc)
6	Manisha	Assistant Professor (Guest)

#### • Fabric & Apparel Science

1	Dr. Rachna Mohan	Professor
2	Dr. Vinita Singh	Assistant Professor (Guest)
3	Laxmi Sharma	Assistant Professor (Guest)
4	Dr. Radhna Raheja	Assistant Professor (Guest)
5	Chanchal Sharma	Assistant Professor (Guest)

#### • Human Development and Childhood Studies

1	Dr. Charru Sharma	Professor
2	Neha Kardam	Assistant Professor (Guest)

- **Developmental Communication and Extension**

1	Megha Rajpal	Assistant Professor (Guest)
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- **Resource Management and Design Application**

1	Dr. Priyanka Kulshreshta	Assistant Professor (Guest)
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#### Department of Mathematics

1	Dr. Santosh Kaushik	Professor
2	Dr. Seema Gupta	Assistant Professor (Ad-hoc)
3	Dr. Ruchi Gupta	Assistant Professor (Ad-hoc)

#### Department of Music

1	Dr. Vandana Sharma	Professor
2	Dr. Tanvi Thapar	Assistant Professor (Ad-hoc)
3	Pragyan Sharma	Assistant Professor (Guest) - LV

#### Department of Physical Education

1	Dr. Mamta Saharawat	Professor
2	Dr. Pratima Dagar	Assistant Professor (Guest)

#### Department of Physics

1	Dr. Manisha Bhutani	Associate Professor
2	Ms. Anju Rani	Assistant Professor (Ad-hoc)
3	Ms. Shweta Yadav	Assistant Professor (Ad-hoc)
4	Dr. Ram Gopal Singh	Assistant Professor (Ad-hoc)
5	Mr. Rajeev Kumar	Assistant Professor (Ad-hoc)
6	Dr. Anu Sharma	Assistant Professor (Ad-hoc)
7	Dr. Priyanka Malik	Assistant Professor (Ad-hoc)

#### Department of Political Science

1	Dr. Nirmala Rana	Professor
2	Dr. Punam Dagar	Professor
3	Dr. Alokka Dutta	Professor
4	Dr. Shiksha Rani	Assistant Professor (Ad-hoc)
5	Dr. Shubhra Parmar	Assistant Professor (Ad-hoc)
6	Mr. Mohit Kumar	Assistant Professor (Ad-hoc)
7	Dr. Sant Prakash Singh	Assistant Professor (Ad-hoc)
8	Laxmi	Assistant Professor (Guest)
9	Pooja	Assistant Professor (Guest)
10	Vikas Yadav	Assistant Professor (Guest)
11	Rachna Kumari Prasad	Assistant Professor (Guest)
12	Ishaan Sengupta	Assistant Professor (Guest)
13	Santosh Kumar Jha	Assistant Professor (Guest)

#### Department of Sanskrit

1	Dr. Sushma Rana	Professor
2	Ashutosh	Assistant Professor (Guest)
3	Sanjay Kumar Tiwari	Assistant Professor (Guest)

## 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)

#### 3.1 What is the procedure followed to take a decision for various matters?

Decisions relating to academic, administrative, financial, and other institutional matters are taken in accordance with the University of Delhi Act, Statutes, Ordinances, Regulations, Executive Council resolutions, University notifications, and other applicable rules and guidelines issued by the University, University Grants Commission (UGC), Government of NCT of Delhi, and other competent authorities.

At the College level, decisions are taken by the Governing Body, Principal, Staff Council, statutory committees, and other designated bodies within their respective jurisdictions.

The decisions of the Academic Council and Executive Council of the University of Delhi are implemented by the College as applicable. Reference may be made to the University of Delhi Calendar (Acts, Statutes and Ordinances), Volumes I and II, and other relevant rules and regulations.

#### 3.2 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?

The decision-making process of the College is guided by the provisions of the University of Delhi Act, 1922, the Statutes, Ordinances, Regulations, Rules, and Executive Council resolutions of the University of Delhi, as well as the decisions of the Governing Body, directives issued by the University Grants Commission (UGC), the Government of NCT of Delhi, and other applicable Government rules and regulations.

Depending on the nature of the matter, decisions are initiated at the appropriate level, such as the Department, Committee, Administrative Section, Principal's Office, or Staff Council. The proposals are examined and processed through the relevant statutory and administrative bodies before being placed before the competent authority for approval. Matters requiring policy decisions may be considered by the Governing Body and, wherever applicable, referred to the University of Delhi for further approval.

The decision-making process follows established procedures, defined criteria, and delegated powers as prescribed in the University Calendar, Acts, Statutes, Ordinances, and relevant administrative guidelines, ensuring transparency, accountability, consistency, and compliance with statutory requirements.

The University of Delhi Act, Statutes, Ordinances, and Regulations are available on the University website: [www.du.ac.in/index.php?page=acts-statutes-and-ordinances](http://www.du.ac.in/index.php?page=acts-statutes-and-ordinances)

#### 3.3 What are the arrangements to communicate the decision to the public?

Decisions and information are communicated through notices, circulars, office orders, email, the College website, social media platforms of the College, display on notice boards, and letters to the concerned persons, as may be appropriate.

### 3.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Depending upon the subject matter, opinions may be sought from the Principal, Bursar, Teacher-in-Charge(s), Convenors of Committees, IQAC Coordinator, Administrative Officer, Section Officer (Accounts), faculty members, administrative staff, members of the Staff Council, members of the Governing Body, University authorities, and other stakeholders.

### 3.5 Who is the final authority that wets the decision?

The final authority for approval of decisions depends upon the nature of the matter and the powers vested under the relevant rules and regulations. In matters requiring approval of the Governing Body, the Chairman of the Governing Body is the final authority. In other matters falling within the administrative and academic jurisdiction of the College, the Principal is the competent authority for taking and approving decisions.

### 3.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority

Particulars	Details
Subject on which decisions are taken	Academic, administrative, financial, student welfare, infrastructure, and other institutional matters
Guidelines/Directions, if any	University of Delhi Act, Statutes, Ordinances, Regulations, Executive Council resolutions, UGC guidelines, Government rules, and College policies
Process of Execution	Through the Principal, administrative functionaries, departments, committees, IQAC, Staff Council, and Governing Body, as applicable
Designation of officers involved in decision-making	Members of Governing Body, Principal and members of Staff Council
Contact Information	Email: <a href="mailto:bnc.kair@gmail.com">bnc.kair@gmail.com</a>
If not satisfied by the decision, where and how to appeal	A representation or appeal may be submitted to the Principal, who is the competent authority for such matters.
Time Limit for taking a decision, if any	<p>The time required for taking a decision varies depending upon the nature, complexity, and urgency of the matter, as well as the level(s) of approval involved. Decisions are processed and disposed of within the time limits prescribed under the relevant provisions of the University of Delhi Act, Statutes, Ordinances, Rules, Government guidelines, and other applicable regulations, wherever such timelines are specified.</p> <p>In matters where no specific time limit has been prescribed, efforts are made to ensure that decisions are taken and communicated within a reasonable period after completion of the prescribed procedure and receipt of all necessary information, documents, and approvals from the competent authority.</p>

## MANUAL – 4

### Norms set for the discharge of functions (Section 4(1) (b) (iv) of Right to Information Act, 2005)

#### 4.1 Please provide the details of the Norms / Standards set by the department for execution of various activities / Programmes.

Norms and standards for various activities of the college are set by the competent authority such as the Academic Council and Executive Council of the University, Governing Body and Staff Council of the college. The Staff Council is the academic body of the college. Subject to the provisions of the Delhi University Act, 1922, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instructions, education and examination of the college and other academic matters.

The University of Delhi Act, Statutes and Ordinances are available at:

[www.du.ac.in/index.php?page=acts-statutes-and-ordinances](http://www.du.ac.in/index.php?page=acts-statutes-and-ordinances)

#### 4.1.1 Nature of functions/ services offered

##### **Statutes**

Subject to the provisions of this Act the Statutes may provide for all or any of the following matters namely:

- (a) the Constitution, powers and duties of the Court, the Executive Council, the Academic Council, the Finance Committee and such other bodies as may be deemed necessary to constitute from time to time;
- (b) the election and continuance in office of the members of the said bodies, including the continuance in office of the first members, and, the filling of vacancies of members and all other matters relative to those bodies for which it may be necessary or desirable to provide;
- (c) the appointment, powers and duties of the Officers of the University;
- (d) the constitution of a pension or Provident Fund and the establishment of an Insurance Scheme for the benefit of the officers, teachers and other employees of the University;
- (e) the conferment of honorary degrees;
- (f) the withdrawal of Degrees, Diplomas, Certificates and other Academic distinctions;
- (g) the establishment and abolition of Faculties, Departments, Halls, Colleges and Institutions;
- (h) the conditions under which Colleges and other institutions may be admitted to the privileges of the University and the withdrawal of such privileges;
  - a. the extent of the autonomy which a College declared as an autonomous College under Clause 9(a) of Section 4, may have and the matters in relation to which such autonomy may be exercised;
  - b. the composition, powers, and functions of College Administrative Councils;
- (i) the institution of Fellowships, Scholarships, Student-ships, Exhibitions, Medals and Prizes; and
- (j) all other matters which by this Act are or may be provided for by the Statutes.

##### **Ordinances**

Subject to the provisions of this Act and the Statutes, the Ordinances may provide

for all or any of the following matters, namely:

- (a) the admission of students to the University and their enrolment as such;
- (b) the courses of study to be laid down for all Degrees, Diplomas and Certificates of the University;
- (c) the Degrees, Diplomas, Certificates and other Academic distinctions to be awarded by the University, the qualifications for the same, and the means to be taken relating to the granting and obtaining of the same;
- (d) the fees to be charged for courses of study in the University and for admission to the Examinations, Degrees and Diplomas of the University;
- (e) the conditions of the award of Fellowships, Scholarships, Studentships, Exhibitions, Medals and Prizes;
- (f) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- (g) the maintenance of discipline among the students of the University;
- (h) the conditions of residence of students at the University;
- (i) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students, and prescribing for them of special courses of study;
- (j) the giving of religious instruction;
- (k) the emoluments and the terms and conditions of service of teachers of the University;
- (l) the management of Colleges and other Institutions founded or maintained by the University;
- (m) the supervision and inspection of Colleges and other Institution admitted to privileges of the University;
- (n) and all other matters which by this Act or the Statutes are to be or may be provided for by the Ordinances.

### **Regulations**

- (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances:
  - (a) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;
  - (b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations; and
  - (c) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, the Statutes or the Ordinances.
- (2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of record of the proceedings of meetings.
- (3) The Executive Council may direct the amendment, in such manner as it may specify, of any Regulation made under this Section or the annulment of any Regulation made under Subsection (1):

Provided that any authority or Board of the University which is dissatisfied with any such direction may appeal to the Court, whose decision in the matter shall be final.
- (4) <sup>4</sup>Every Statute, Ordinance or Regulation made under this Act shall be published in the Official Gazette.
- (5) <sup>4</sup>Every Statute, Ordinance or Regulation made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive

sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the Statute, Ordinance or Regulation or both Houses agree that the Statute, Ordinance or Regulation should not be made, the Statute, Ordinance or Regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute, Ordinance or Regulation.

<sup>4</sup>*Inserted sub-section (4) & (5) of Section 32 by Act No. 4 of 2005 - the Delegated Legislation Provisions (Amendment) Act, 2004. [11th January, 2005] and MHRD letter no.F.4-56/2011-Desk (U) dated 13.08.2013, reported in E.C vide Res. No.76 dated 28.09.2013.*

#### **4.1.2 Norms/ standards for functions/ service delivery**

##### **Statutes how made**

- (1) On the commencement of the Delhi University (Amendment) Act, 1943, Statutes of the University shall be those set out in the Schedule\*.
- (2) The Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes: Provided that the Executive Council shall not make, amend or repeal any Statute affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council: Provided further that except with the prior concurrence of the Academic Council, the Executive Council shall not make, amend or repeal any Statute affecting all or any of the following matters, namely:
  - a. the constitution, powers and duties of the Academic Council, and the other powers which may be conferred and duties which may be imposed on the Academic Council;
  - b. the authorities responsible for organising recognised teaching in connection with the University courses;
  - c. the withdrawal of Degrees, Diplomas, Certificates and other academic distinctions;
  - d. the establishment and abolition of Faculties, Departments, Halls, Colleges and Institutions;
  - e. the conditions under which Colleges and other Institutions may be admitted to the privileges of the University and the withdrawal of such privileges;
  - f. the institution of Fellowships, Scholarships, Studentships, Exhibitions, Medals and Prizes;
  - g. the extent of the autonomy which a College may have and the matters in relation to which such autonomy may be exercised;
  - h. the composition, powers and functions of College Administrative Councils; and
  - i. the conditions on the fulfilment of which the teachers of Colleges and Institutions may be recognised as teachers of the University.
- (3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the previous approval of the Visitor who may sanction, disallow or return it to the Executive Council for further consideration.

*\* See also Section 26 of Delhi University (Amendment) Act, 1952. Act No.V of 1952 - Temporary provisions for Amendment of Statutes*

### **Ordinances how made**

- (1) The Ordinances of the University as in force immediately before the commencement of the University (Amendment) Act, 1952, may be amended, repealed or added to at any time by the Executive Council: Provided that-
  - a. no Ordinance shall be made affecting the conditions of residence or discipline of students, except after consultation with the Academic Council;
  - b. no Ordinance shall be made-
    - i. affecting the admission or enrolment of students or prescribing examinations to be recognised as equivalent to the University examinations; or
    - ii. affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study; unless a draft of such Ordinance has been proposed by the Academic Council.
- (2) The Executive Council shall not have power to amend any draft proposed by the Academic Council under the provisions of Sub-section (1) but may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part, together with any amendments which the Executive Council may suggest.
- (3) Where the Executive Council has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Central Government and the Central Government, may, by order, direct that the proposed Ordinance shall be laid before the next meeting of the Court for its approval and that pending such approval it shall have effect from such date as may be specified in the order: Provided that if the Ordinance is not approved by the Court at such meeting, it shall cease to have effect.
- (4) All Ordinances made by the Executive Council shall be submitted, as soon as may be, to the Visitor and the Court, and shall be considered by the Court at its next meeting and the Court shall have power, by a resolution passed by a majority of not less than two-thirds of the members voting, to cancel any Ordinance made by the Executive Council, and such Ordinance shall from the date of such resolution cease to have effect.
- (5) The Visitor may, by order, direct that the operation of any Ordinance shall be suspended until he has had an opportunity of exercising his power of disallowance, and any order of suspension under this Sub-section shall cease to have effect on the expiration of one month from the date of such order or on the expiration of fifteen days from the date of consideration of the Ordinance by the Court, whichever period expires later.
- (6) The Visitor may, at any time after an Ordinance has been considered by the Court, signify to the Executive Council his disallowance of such Ordinance, and from the date of receipt by the Executive Council of intimation of such disallowance such Ordinance shall cease to have effect.

### **Regulations**

- <sup>4</sup>Every Statute, Ordinance or Regulation made under this Act shall be published in the Official Gazette.
- <sup>4</sup>Every Statute, Ordinance or Regulation made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a <sup>4</sup> Inserted sub-section (4) & (5) of Section 32 by Act No. 4 of 2005 - the Delegated Legislation Provisions (Amendment) Act, 2004. [11th January, 2005] and MHRD letter no.F.4-56/2011-Desk (U) dated 13.08.2013, reported in E.C vide Res. No.76 dated 28.09.2013. total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any

modification in the Statute, Ordinance or Regulation or both Houses agree that the Statute, Ordinance or Regulation should not be made, the Statute, Ordinance or Regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute, Ordinance or Regulation.

<sup>4</sup>Inserted sub-section (4) & (5) of Section 32 by Act No. 4 of 2005 - the Delegated Legislation Provisions (Amendment) Act, 2004. [11th January, 2005] and MHRD letter no.F.4-56/2011-Desk (U) dated 13.08.2013, reported in E.C vide Res. No.76 dated 28.09.2013.

#### 4.1.3 Process by which these services can be accessed

- [https://www.du.ac.in/uploads/new-web/10062022\\_University-Calendar-1-122.pdf](https://www.du.ac.in/uploads/new-web/10062022_University-Calendar-1-122.pdf)
- [https://www.du.ac.in/uploads/new-web/10062022\\_University-Calendar-123-321.pdf](https://www.du.ac.in/uploads/new-web/10062022_University-Calendar-123-321.pdf)
- [https://www.du.ac.in/uploads/new-web/10062022\\_University-Calendar-322-594.pdf](https://www.du.ac.in/uploads/new-web/10062022_University-Calendar-322-594.pdf)
- [https://www.du.ac.in/uploads/new-web/10062022\\_University-Calendar\\_595-815.pdf](https://www.du.ac.in/uploads/new-web/10062022_University-Calendar_595-815.pdf)

#### 4.1.4 Time-limit for achieving the targets

As per guidelines contained in the Acts, Statutes, Ordinances and Regulations.

#### 4.1.5 Process of redress of grievances

##### **Disputes as to Constitution of University Authorities and Bodies**

If any question arises whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Chancellor, whose decision thereon shall be final.

## MANUAL – 5

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

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

**5.1 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 as per the following format. This format has to be filled for each type of documents.**

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.

- <https://www.du.ac.in/index.php?page=rules-and-policies>
- [https://www.du.ac.in/uploads/new-web/10062022\\_University-Calendar-1-122.pdf](https://www.du.ac.in/uploads/new-web/10062022_University-Calendar-1-122.pdf)
- [https://www.du.ac.in/uploads/new-web/10062022\\_University-Calendar-123-321.pdf](https://www.du.ac.in/uploads/new-web/10062022_University-Calendar-123-321.pdf)
- [https://www.du.ac.in/uploads/new-web/10062022\\_University-Calendar-322-594.pdf](https://www.du.ac.in/uploads/new-web/10062022_University-Calendar-322-594.pdf)
- [https://www.du.ac.in/uploads/new-web/10062022\\_University-Calendar\\_595-815.pdf](https://www.du.ac.in/uploads/new-web/10062022_University-Calendar_595-815.pdf)

**5.2 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.  
It may also be available on the University of Delhi website: [www.du.ac.in](http://www.du.ac.in)
- Instructions and records pertaining to the college can be obtained from:  
Bhagini Nivedita College, (University of Delhi),  
Kair, Near Najafgarh, New Delhi – 110043.  
Phone: 011-71631597, Email: [bnc.kair@gmail.com](mailto:bnc.kair@gmail.com)  
Website: <http://bhagininiveditadu.ac.in>

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
2. As per Right to Information Act norms.

<b>Title and nature of the record/ manual /instruction.</b>	Calendar (the Act, Statutes and Ordinances) of the University of Delhi as available on the website <a href="http://www.du.ac.in">www.du.ac.in</a> . The calendar contains all information relating to Act, Statutes, Ordinances and rules and regulations relating to the Governance of Colleges
<b>List of Rules, regulations, instructions manuals and records.</b>	University of Delhi Governance, Calendar (as per the Act, Statutes and Ordinance.
<b>Acts/ Rules manuals etc.</b>	University of Delhi Governance, Calendar (as per the Act, Statutes and Ordinance.
<b>Transfer policy and transfer orders</b>	Teaching and non-teaching staff members are employees of the college, and the job is not transferable outside the college.

## 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)

#### 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available.

All the records related to the institution are available in the College premises under the overall supervision of the Principal.

The College holds the following types of documents:

1. Calendar issued by the University of Delhi.
2. Regulations/instructions for admission and examination for the courses of studies run by the College.
3. University's Non-teaching Employees (Terms and Conditions of Service) Rules, 2013
4. Various rules/instructions concerning personnel management for the teaching and nonteaching staff issued by the Government of India/University Grant Commission and adopted by the University of Delhi.
5. Other Policy Letters received from the University of Delhi.
6. The College prospectus, annual report and Magazine, which are published every year.
7. Service Books and Personal Files of all teaching/non-teaching staff.
8. Other correspondence files and general records.

	Category of Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1	Administrative	Service books, CL, EL, M.L. Records (commented), Institutional assets	Available as per applicable rules and RTI provisions.	Admin
2	Accounts	Balance sheets, cash book, Bank Book, Registers, Ledgers, salaries, PF A/c, Grants Recessive/NR	Available as per applicable rules and RTI provisions.	Accounts
3	Library	Books in circulation, Reference Books, Reference materials, and Journals	Available as per applicable rules and RTI provisions.	Library In-Charge
4	Laboratories	Records of Stock Register	Available as per applicable rules and RTI provisions.	Lab In-Charge
5	Annual Report	Contain details of the activities of the college during the year	Available from the College website	Office
6	Admission Prospectus	College Prospectus containing information regarding programmes & admissions	Available on the College website and from the College office	Office

## 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

**7.1 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.**

	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Representation of stakeholders in institutional governance and quality assurance processes	No	Public participation is facilitated through nominees on the Governing Body and representation of students, alumni, parents, local community members, employers/industry representatives in the Internal Quality Assurance Cell (IQAC), which provide feedback and suggestions on institutional development, quality enhancement, and academic matters.

#### Implementation of Policy

**7.2 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.**

	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Implementation of academic, administrative, and quality assurance policies	No	Public participation is facilitated through nominees on the Governing Body and representation of students, alumni, parents, local community members, employers/industry representatives in the Internal Quality Assurance Cell (IQAC)

### 3.1 Publicity Band Public interface

3.1	<b>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]</b>	
3.1.1	Arrangement for consultations with or representation by the members of the public Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	The College functions in accordance with the provisions of the University of Delhi Act, Statutes, Ordinances, Regulations, UGC Regulations, Government rules, and other applicable guidelines. Relevant information is made available through the College website <a href="http://www.bhagininiveditadu.ac.in">www.bhagininiveditadu.ac.in</a> and the University of Delhi website <a href="http://www.du.ac.in">www.du.ac.in</a>

3.1.2	<b>Arrangements for consultation with or representation by</b>	
a.	Members of the public in policy formulation/ policy implementation	The College provides stakeholder representation through the Governing Body and the Internal Quality Assurance Cell (IQAC), which include representatives from the Government, local community, parents, students, alumni, employers/industry, and external academic experts.
b.	Day & time allotted for visitors	Visitors may meet the principal or concerned officials during office hours on working days, preferably with prior appointment.
c.	Contact details of Information Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Information relating to the College is available on the College website. RTI applications may be submitted to the Public Information Officer (PIO) of the College.
3.1.3	Public- private partnerships (PPP) Details of Special Purpose Vehicle (SPV), if any	<p data-bbox="815 1238 1350 1301">The College does not have any Public-Private Partnership (PPP) project.</p> <p data-bbox="831 1346 1334 1408">Therefore, the information sought under Sections 3.1.3 to 3.1.11 is <b>Not Applicable</b>.</p>
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	

3.2	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - <b>Policy decisions/ legislations taken in the previous one year</b>	Not Applicable. The College primarily implements policies and regulations of the University of Delhi, UGC, and Government authorities.
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - <b>Outline the Public consultation process</b>	Public feedback is obtained through representation in the Governing Body and IQAC.
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- <b>Outline the arrangement for consultation before formulation of policy</b>	The College does not independently formulate public policies. Institutional inputs are obtained through the Governing Body, IQAC, and other consultative mechanisms, wherever applicable.

## MANUAL – 8

### Boards, council, committees and other bodies

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

#### 8.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

##### A. Governing Body

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

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

- **Type of Affiliated Body**

Board

- **Brief Introduction of the Affiliated Body**

**Established:** 1993

The Governing Body is the principal executive authority of the College and is responsible for the overall supervision and governance of its academic, administrative, financial, and developmental activities. It provides policy direction, oversees institutional planning and resource management, and ensures that the College functions in accordance with the provisions of the University of Delhi Act, Statutes, Ordinances, and other applicable rules and regulations.

The term of the Governing Body Members is for a period of one year except for the Member Secretary who is the Principal of the College (ex-officio). The main objective of the Governing Body is to advise and accord approval to the college authorities from time to time in its major decision-making matters and get it implemented.

- **Role of the Affiliated Body**

Executive

- **Structure and Member Composition**

The Governing Body of the College consists of the following members as prescribed under the University of Delhi Act, Statutes, and Ordinances:

- Chairman – One
- Treasurer – One
- Government Nominees – Eight (including the Chairman and Treasurer)
- University Representatives – Two
- Teacher Representatives of the College – Two
- Principal of the College – Member-Secretary (Ex-officio)
- Non-Teaching Representative of the College – One (Special Invitee)

Accordingly, the Governing Body comprises the Member-Secretary and thirteen other members. The Chairman, Treasurer, and other Government nominees are nominated by the Government of NCT of Delhi and approved by the University of Delhi.

- **Head of the Body**  
Chairman/ Chairperson is the Head of the Governing Body
- **Address of main office and its Branches**  
Bhagini Nivedita College, Kair, Near Najafgarh, New Delhi-110043.
- **Frequency of Meetings**  
Quarterly
- **Can public participate in the meetings?**  
No, public cannot participate in the meetings
- **Are minutes of the meetings prepared?**  
Yes, the minutes of the Governing Body meetings are prepared.
  - **Whether minutes are open to the public:** No. Access to records, if permissible, is governed by the RTI Act, 2005 and applicable rules.
  - **Place where minutes are available:** Not applicable.

## **B. Staff Council**

- **Name and address of the Affiliated Body**  
Staff Council, Bhagini Nivedita College, Kair, Near Najafgarh, New Delhi-110043.
- **Type of Affiliated Body**  
Council
- **Brief Introduction of the Affiliated Body**  
**Established:** 1993  
The Staff Council is constituted in accordance with the provisions of the University of Delhi Ordinances. The Principal serves as the Chairperson of the Staff Council and one teacher member is elected as the Secretary of the Staff Council.  
  
The Staff Council advises the Principal on academic and administrative matters, promotes the maintenance of academic standards, and facilitates the effective functioning of the College. One of its principal functions is the constitution of various committees for the conduct of academic, co-curricular, extracurricular, student welfare, and administrative activities, thereby ensuring the smooth day-to-day functioning of the College.
- **Role of the Affiliated Body**  
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**  
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.
  - **Whether minutes are open to the public:** No. Access to records, if permissible, is governed by the RTI Act, 2005 and applicable rules.
  - **Place where minutes are available:** Not applicable.

### **C. Purchase Committee**

- **Name and address of the Affiliated Body**  
Purchase Committee, Bhagini Nivedita College, Kair, Near Najafgarh, New Delhi-110043.
- **Type of Affiliated Body**  
Committee
- **Brief Introduction of the Affiliated Body**  
**Established:** 1993  
The Purchase Committee is responsible for overseeing the procurement of goods, equipment, services, and other items required for the efficient functioning of the institution. The Committee ensures that all purchases are made in a transparent, fair, and economical manner in accordance with the University of Delhi rules, General Financial Rules (GFR), and other applicable procurement procedures. The term of the Purchase Committee is for a period of one year
- **Role of the Affiliated Body**  
Advisory
- **Structure and Member Composition**  
It includes Convenor and Co-Convenor appointed by Staff Council, Teacher In charge of the Indenting Department, an Expert Member, Bursar and Accounts Officer.
- **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.
  - **Whether minutes are open to the public:** No. Access to records, if permissible, is governed by the RTI Act, 2005 and applicable rules.
  - **Place where minutes are available:** Not applicable.

#### **D. Other Committees**

In addition, the College constitutes various committees to assist in the planning, coordination, implementation, and monitoring of academic, administrative, student welfare, cultural, sports, infrastructure, and other institutional activities. These committees are internal bodies constituted by the Staff Council for the smooth functioning of the College and do not ordinarily provide for public participation. The term of these Committees is for a period of one year

- Admission Committee
- Academic Committee
- Student Welfare Committee
- Placement Committee
- Student Advisory Committee
- Canteen Committee
- Cultural Committee
- College Premises and Building Maintenance Committee
- Magazine, Annual Report and Prospectus Committee
- Sports Committee
- Time Table Committee
- Library Committee
- Health and Hygiene Committee
- Discipline Committee
- Garden Committee
- Swachh Bharat Committee

The composition of these committees varies depending on their functions and generally comprises members of the teaching staff appointed in accordance with the rules and practices of the College.

## MANUAL – 9

### Directory of Officers and Employees

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

#### 9.1 Please provide information district wise in following format

	Name and Designation	Department	Contact No	Email
1	Dr. Ruby Mishra, Principal	Chemistry	011-71631597	principal@bn.du.ac.in
2	Dr. Poonam Mothsra Professor	Chemistry	011-71631597	pcmot.chemist@gmail.com
3	Dr. Madhu Bala, Professor	Commerce	011-71631597	madhubala1110@yahoo.com
4	Dr. Rachna Mahalwala Professor	Commerce	011-71631597	rachnamahalwala@gmail.com
5	Ms. Pushpa Yadav Associate Professor	Commerce	011-71631597	syassociates@gmail.com
6	Ms. Sushma Rani Khurana Instructor	Commerce	011-71631597	sushmaranikhurana@gmail.com
7	Mr. Vikas Chaudhary Associate Professor	Computer Sc.	011-71631597	vikasch09@yahoo.co.in
8	Mr. Nagendra Associate Professor	Computer Sc.	011-71631597	nagendra11@yahoo.com
9	Dr. Swati Yadav Professor	Economics	011-71631597	swati.yadav@bn.du.ac.in
10	Dr. Amrita Mehta Professor	English	011-71631597	amrita_mehta@yahoo.com
11	Ms Poonam Sahore Associate Professor	English	011-71631597	sahorepoonam@gmail.com
12	Dr. Vandana Gupta Professor	English	011-71631597	vandana_gupta11@hotmail.com
13	Dr. Ansul Rao Professor	English	011-71631597	ansul_rao@yahoo.co.in
14	Dr. Raj Bhardwaj Professor	Hindi	011-71631597	raj.bhardwaj21@gmail.com
15	Dr. Anjna Gupta Associate Professor	Hindi	011-71631597	anjna.gupta1993@gmail.com
16	Dr. Mamta Singla Professor	Hindi	011-71631597	dr.mamtasingla@gmail.com
17	Dr. Geeta Kaushik Professor	Hindi	011-71631597	dr.geetakaushik@gmail.com
18	Dr. Poonam Rathi Professor	Hindi	011-71631597	bncpoonam@gmail.com
19	Dr. Reeta Namdev Associate Professor	Hindi	011-71631597	reeta.namdev@bn.du.ac.in
20	Dr. Nalini Mathur Professor	History	011-71631597	drnaliniibnc@gmail.com
21	Dr. Rajesh Kumar Professor	History	011-71631597	drajeshccl@gmail.com
22	Dr. Charru Sharma Professor	Home Sc.	011-71631597	charrusharma@gmail.com
23	Ms Anupama Aggarwal Associate Professor	Home Sc.	011-71631597	anupama_agr1@rediffmail.com
24	Ms. Punita Sethi Associate Professor	Home Sc.	011-71631597	punitasethi77@gmail.com
25	Dr. Rachna Mohan Professor	Home Sc.	011-71631597	rm1810@gmail.com

26	Ms. Parminder Sehgal Associate Professor	Home Sc.	011-71631597	parminder.sehgal@bn.du.ac.in
27	Dr. Santosh Kaushik Professor	Maths	011-71631597	santoshkaushikk@gmail.com
28	Dr. Vandana Sharma Professor	Music	011-71631597	shavandana4@gmail.com
29	Dr. Mamta Saharawat Professor	Physical Edu	011-71631597	mamtasaharawat@gmail.com
30	Dr. Manisha Bhutani Associate Professor	Physics	011-71631597	manishabhutani2001@gmail.com
31	Dr. Nirmala Rana Professor	Political Sc	011-71631597	nirmalrana.bnc@gmail.com
32	Dr. Punam Dagar Professor	Political Sc	011-71631597	punamdagar@yahoo.in
33	Dr. Alokka Dutta Professor	Political Sc	011-71631597	alokadutta@rediffmail.com
34	Dr. Sushma Rana Professor	Sanskrit	011-71631597	sushmarana181@gmail.com

### Ad-hoc Faculty (Assistant Professor)

	Name	Dept.	Contact No	Email
1	Dr. Surashree Sarma	Chemistry	011-71631597	surashreesarma@rediffmail.com
2	Ms. Anuradha Yadav	Commerce	011-71631597	anuangel0255@gmail.com
3	Mr. Amit Kumar	Commerce	011-71631597	amitgautam996@gmail.com
4	Dr. Nikita Yadav	Computer Sc	011-71631597	aquanikita12@gmail.com
5	Ms. Tanu Sharma	Computer Sc	011-71631597	sharmatan41@gmail.com
6	Ms. Urvashi	Computer Sc	011-71631597	urvi.bhanu@gmail.com
7	Mr. Rohit Rao	Economics	011-71631597	rohitrao12293@gmail.com
8	Dr. Rajkumar	History	011-71631597	rajkumar.du89@gmail.com
9	Dr. Bharti	History	011-71631597	sh2.bharti@yahoo.com
10	Ms. Mayuri Dihingia	History	011-71631597	mayudi0@gmail.com
11	Dr. Deo Kant Mishra	History	011-71631597	deokant5781@gmail.com
12	Dr. Shaheen	History	011-71631597	shaheen.bushra2009@gmail.com
13	Dr. Akanksha Jain	Home Science	011-71631597	akankshajain@bn.du.ac.in
14	Dr. Suman Mohan	Home Science	011-71631597	drsumanmohan@bn.du.ac.in
15	Dr. Seema Gupta	Mathematics	011-71631597	seemadavv@gmail.com
16	Dr. Ruchi Gupta	Mathematics	011-71631597	ruchigupta.5989@gmail.com
17	Dr. Tanvi Thapar	Music	011-71631597	tanvithapar89@gmail.com
18	Ms. Anju Rani	Physics	011-71631597	anju89rani@gmail.com
19	Ms. Shweta Yadav	Physics	011-71631597	Shwetayadav1186@gmail.com
20	Dr. Ram Gopal Singh	Physics	011-71631597	rgsnsc@gmail.com
21	Mr. Rajeev Kumar	Physics	011-71631597	rajeevgiitk@gmail.com
22	Dr. Anu Sharma	Physics	011-71631597	sharmaanu81@gmail.com
23	Dr. Priyanka Malik	Physics	011-71631597	prink.malik@gmail.com
24	Dr. Shiksha Rani	Political Science	011-71631597	shikshavats@gmail.com
25	Dr. Shubhra Parmar	Political Science	011-71631597	shubhra.parmar@gmail.com
26	Mr. Mohit Kumar	Political Science	011-71631597	mohit_ky@ymail.com
27	Dr. Sant Prakash Singh	Political Science	011-71631597	drsantprakashsingh@gmail.com

### Guest Faculty (Assistant Professor)

	Name	Dept.	Contact No	Email
1	Neerja Khaneja	Chemistry	011-71631597	neerjakhaneja17@gmail.com
2	Prabhat Kumar	Chemistry	011-71631597	erprabhatmtech@gmail.com
3	Upendra Kumar Patel	Chemistry	011-71631597	ukpatel1090@gmail.com
4	Anjali	Chemistry	011-71631597	anjlihooda33@gmail.com

5	Naveen Kumar	Chemistry	011-71631597	27naveengaur@gmail.com
6	Divipty Dagar	Commerce	011-71631597	diviptydagar27@gmail.com
7	Priyanka Yadav	Commerce	011-71631597	priyankakhairwal98@gmail.com
8	Meenakshi Meena	Economics	011-71631597	meenakshi.meena9@gmail.com
9	Harsh Kumar	Economics	011-71631597	harshhkumar.hk01@gmail.com
10	Rajni Kanwar	English	011-71631597	999rajnikanwar@gmail.com
11	Dr. Bhuvan Chopra	Environ. Sc.	011-71631597	bhuvan Chopra123@gmail.com
12	Archit Singh	Hindi	011-71631597	architsingh10933@gmail.com
13	Mamta	Hindi	011-71631597	mamata86bhu@gmail.com
14	Sukesh Kumari	Hindi	011-71631597	sukeshkumari1987@gmail.com
15	Arun Kumar	Hindi	011-71631597	karun7556@gmail.com
16	Vivek Vikram Singh	Hindi	011-71631597	vivekvikramsingh2012@gmail.com
17	Raj Kumar Tiwari	History	011-71631597	rajkumartiwari009@gmail.com
18	Deepak Kumar	History	011-71631597	deepak92900@gmail.com
19	Tejmal Beniwal	History	011-71631597	tejmalbeniwal@gmail.com
20	Pushkar Kumar	History	011-71631597	pushkar.kr121@gmail.com
21	Ravi Kumar Meena	History	011-71631597	rkghumariya11@gmail.com
22	Manisha	Home Sc.	011-71631597	yaduvanshi.manisha11@gmail.com
23	Dr. Vinita Singh	Home Sc.	011-71631597	vinitasingh2547@gmail.com
24	Laxmi Sharma	Home Sc.	011-71631597	shar2lax@gmail.com
25	Dr. Radhana Raheja	Home Sc.	011-71631597	radhana.raheja@gmail.com
26	Chanchal Sharma	Home Sc.	011-71631597	Chanchal.fas99@gmail.com
27	Neha Kardam	Home Sc.	011-71631597	nehakardam126@gmail.com
28	Megha Rajpal	Home Sc.	011-71631597	chopra_megha@hotmail.com
29	Dr. Priyanka Kulshreshta	Home Sc.	011-71631597	priya.kulsh@gmail.com
30	Pragyan Sharma	Music	011-71631597	pragyanpgmk@gmail.com
31	Laxmi	Political Sc.	011-71631597	laxmikumar9312@gmail.com
32	Pooja	Political Sc.	011-71631597	poojascholar26@gmail.com
33	Vikas Yadav	Political Sc.	011-71631597	vikasyadav0011vy@gmail.com
34	Rachna Kumari Prasad	Political Sc.	011-71631597	drachnaprasad24@gmail.com
35	Ishaan Sengupta	Political Sc.	011-71631597	ishaan.sengupta15@gmail.com
36	Santosh Kumar Jha	Political Sc.	011-71631597	s.santoshjha@gmail.com
37	Ashutosh	Sanskrit	011-71631597	ashutosh.kumarskt@gmail.com
38	Sanjay Kumar Tiwari	Sanskrit	011-71631597	sanjaytiwariji1995@gmail.com
39	Dr. Pratima Dagar	Physical Edu.	011-71631597	pratimadagar999@gmail.com

### Non-Teaching Staff (Permanent)

	Name and Designation	Contact No	Email
1	Rajesh Kumar (Senior PA, Admin)	011-71631597	sr.pa@bn.du.ac.in
2	Alok (SO, Accounts)	011-71631597	so.accounts@bn.du.ac.in
3	Sanjay Kumar (Junior Asstt., Accounts)	011-71631597	Sdu6308@yahoo.com
4	Jeetendra Kaushik (Junior Asstt., A/Cs)	011-71631597	jkdlp999@gmail.com
5	Sudhir Kumar (Daftri (MTS), Accounts)	011-71631597	sudhirgahlot7608@gmail.com
6	Anoop Avasthi (Senior Asstt., Admin)	011-71631597	anoop.awasthi@bn.du.ac.in
7	Pushpa Yadav (Asstt., Admin)	011-71631597	pushpay8649@gmail.com
8	Nirmala Yadav (Asstt., Admin)	011-71631597	nirmala.yadav@bn.du.ac.in
9	Joginder Singh (Caretaker, Admin)	011-71631597	jogindersingh14101966@gmail.com
10	Pardeep Junior (Asstt, Admin)	011-71631597	pardeepjesus@gmail.com
11	Jagmal Singh (MTS, Office)	011-71631597	jsparewa@gmail.com
12	Ravikant (MTS, Office)	011-71631597	rkant9722@gmail.com
13	Shyam Lal (Mali)	011-71631597	-
14	Dharam Singh (Chowkidar)	011-71631597	rajbala18061969@gmail.com
15	Shobha Ram Meena (Chowkidar)	011-71631597	shobharammeena90@gmail.com
16	Sanjay Kumar (Chowkidar)	011-71631597	deepanshusanjay02@gmail.com
17	Narender (Chowkidar)	011-71631597	-
18	Sanjay (Safai Karamchari)	011-71631597	-

19	Usha Rani (SPA, Library)	011-71631597	ushamanu73@gmail.com
20	Sandeep Kumar (Library Attdt.)	011-71631597	sandeephoda591@gmail.com
21	Lata (Lab. Asstt, Physics)	011-71631597	latasherawat@gmail.com
22	Ravi Kumar (Lab. Asstt., Chemistry)	011-71631597	ravikumar1174@gmail.com
23	Labh Singh (Lab. Attdt., Chemistry)	011-71631597	labhsinghd61285@gmail.com
24	Pawan Kumar (Lab. Attdt., Home Sc)	011-71631597	pk9154502@gmail.com
25	Surender Malik (Lab. Asstt., Home Sc)	011-71631597	surindermalik454@gmail.com
26	Parmesh Kumar (Lab. Asstt., Physics)	011-71631597	parmeshsehrawat123@gmail.com
27	Sachin Yadav (Lab. Asstt., Physics)	011-71631597	snyadav17n26@gmail.com

### Non-Teaching Staff (Contractual)

	Name and Designation	Contact No	Email
1	Sandeep Verma (S&NA, Computer Centre)	011-71631597	sandeepverma6891@gmail.com
2	Anil Kumar (Tabla Accompanist)	011-71631597	anil.tabla26@gmail.com
3	Yogesh Kumar (Driver, Admin)	011-71631597	yogeshkumar5160@gmail.com
4	Jagmal Singh (Driver, Admin)	011-71631597	jagmalsingh251087@gmail.com
5	Dheeraj Kumar (MTS (Waterman))	011-71631597	vatsdheeraj03@gmail.com
6	Amar Kumar (MTS (Helper))	011-71631597	amar31543@gmail.com
7	HirdeshYonna (MTS, Accounts)	011-71631597	harryjohnson.hirdesh1991@gmail.com

## 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)

#### 10.1 Please provide information in following format

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.

#### Teaching Staff

	Name	Designation	Monthly Remuneration (Pay Level)	Compensation / Compensatory Allowance	Procedure to Determine the Remuneration as Given in the Regulation
1	Dr. Ruby Mishra	Principal	14	As per rules	-do-
<b>Department of Chemistry</b>					
1	Dr. Poonam Mothsra	Professor	14	As per rules	-do-
<b>Department of Commerce</b>					
1	Dr. Madhu Bala	Professor	14	As per rules	-do-
2	Dr. Rachna Mahalwala	Professor	14	As per rules	-do-
3	Ms. Pushpa Yadav	Assoc. Professor	13A	As per rules	-do-
4	Ms. Sushma Khurana	Instructor	10	As per rules	-do-
<b>Department of Computer Science</b>					
1	Mr. Vikas Chaudhary	Assoc. Professor	13A	As per rules	-do-
2	Mr. Nagendra	Assoc. Professor	13A	As per rules	-do-
<b>Department of Economics</b>					
1	Dr. Swati Yadav	Professor	14	As per rules	-do-
<b>Department of English</b>					
1	Dr. Amrita Mehta	Professor	14	As per rules	-do-
2	Ms Poonam Sahore	Assoc. Professor	13A	As per rules	-do-
3	Dr. Vandana Gupta	Professor	14	As per rules	-do-
4	Dr. Ansul Rao	Professor	14	As per rules	-do-
<b>Department of Hindi</b>					
1	Dr. Raj Bhardwaj	Professor	14	As per rules	-do-
2	Dr. Anjna Gupta	Assoc. Professor	13A	As per rules	-do-
3	Dr. Mamta Singla	Professor	14	As per rules	-do-
4	Dr. Geeta Kaushik	Professor	14	As per rules	-do-
5	Dr. Poonam Rathi	Professor	14	As per rules	-do-
6	Dr. Reeta Namdev	Assoc. Professor	13A	As per rules	-do-
<b>Department of History</b>					
1	Dr. Nalini Mathur	Professor	14	As per rules	-do-
2	Dr. Rajesh Kumar	Professor	14	As per rules	-do-
<b>Department of Home Science</b>					
1	Dr. Charru Sharma	Professor	14	As per rules	-do-
2	Ms Anupama Aggarwal	Assoc. Professor	13A	As per rules	-do-
3	Ms. Punita Sethi	Assoc. Professor	13A	As per rules	-do-
4	Dr. Rachna Mohan	Professor	14	As per rules	-do-
5	Ms. Parminder Sehgal	Assoc. Professor	13A	As per rules	-do-
<b>Department of Mathematics</b>					
1	Dr. Santosh Kaushik	Professor	14	As per rules	-do-
<b>Department of Music</b>					
1	Dr. Vandana Sharma	Professor	14	As per rules	-do-
<b>Department of Physical Education</b>					
1	Dr. Mamta Saharawat	Professor	14	As per rules	-do-
<b>Department of Physics</b>					

1	Dr. Manisha Bhutani	Assoc. Professor	13A	As per rules	-do-
<b>Department of Political Science</b>					
1	Dr. Nirmala Rana	Professor	14	As per rules	-do-
2	Dr. Punam Dagar	Professor	14	As per rules	-do-
3	Dr. Alokka Dutta	Professor	14	As per rules	-do-
<b>Department of Sanskrit</b>					
1	Dr. Sushma Rana	Professor	14	As per rules	-do-

### Non-Teaching Staff

	Name	Designation	Monthly Remuneration (Pay Level)	Compensation / Compensatory Allowance	Procedure to Determine the Remuneration as Given in the Regulation
<b>Administration</b>					
1	Rajesh Kumar	Senior PA	8	As per rules	-do-
2	Anoop Avasthi	Sr. Assistant	6	As per rules	-do-
3	Pushpa Yadav	Assistant	6	As per rules	-do-
4	Nirmala Yadav	Assistant	4	As per rules	-do-
5	Joginder Singh	Jr. Assistant / Caretaker	3	As per rules	-do-
6	Pardeep	Jr. Assistant	3	As per rules	-do-
7	Jagmal Singh	OA (MTS)	3	As per rules	-do-
8	Ravikant	OA (MTS)	3	As per rules	-do-
9	Shyam Lal	Mali	3	As per rules	-do-
10	Dharam Singh	Chowkidar	3	As per rules	-do-
11	Shobha R. Meena	Chowkidar	3	As per rules	-do-
12	Sanjay Kumar	Chowkidar	3	As per rules	-do-
13	Narender	Chowkidar	3	As per rules	-do-
14	Sanjay	Safai Karamchhari	3	As per rules	-do-
<b>Accounts</b>					
1	Alok	SO, Accounts	8	As per rules	-do-
2	Sanjay Kumar	Jr. Assistant	3	As per rules	-do-
3	Jeetendra Kaushik	Jr. Assistant	3	As per rules	-do-
4	Sudhir Kumar	Daftri (MTS)	3	As per rules	-do-
<b>Library</b>					
1	Usha Rani	SPA	6	As per rules	-do-
2	Sandeep Kumar	Lib. Attendant	3	As per rules	-do-
<b>Lab Staff</b>					
1	Ravi Kumar	Lab Asst., Chemistry	5	As per rules	-do-
2	Labh Singh	Lab Attdt., Chemistry	3	As per rules	-do-
3	Pawan Kumar	Lab Attdt., FAS	3	As per rules	-do-
4	Surender Malik	Lab Asst., F&N	4	As per rules	-do-
5	Parmesh Kumar	Lab Asst., Physics	5	As per rules	-do-
6	Sachin Yadav	Lab Asst., Physics	4	As per rules	-do-
7	Lata	Lab Asst, Physics	4	As per rules	-do-

## 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)

#### 11.1 Please provide information about the details of the budget for different activities under different schemes in the given format

Year 2025-26

SNo.	Budget Head	Proposed Budget	Sanctioned Budget	Amount released/ disbursed (No. of Instalments)	Unspent Balance for the financial year 2025-26
1	Grant in Aid (Salary and Allowances)	35.15 Crore	34 Crore	4	4.47 Crore
2	Grant in Aid (Other Than Salary and Allowances)	2.35 Crore	1 Crore	4	0.35 Crore

**MANUAL – 12**  
**The Manner of Execution of Subsidy Programmes**  
 (Section 4(1) (b) (xii) of Right to Information Act, 2005)

**12.1 Please provide the information as per the following format:**

- Name of Programme / Scheme
- Duration of the Programme / Scheme
- Objective of the Programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates / documents)
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc)
- List of beneficiaries

Bhagini Nivedita College is a constituent college of the University of Delhi and is fully funded by the Government of NCT of Delhi. The College does not implement any subsidy programme. Therefore, the provisions relating to subsidy programmes are not applicable. However, the College extends financial assistance to eligible students through the Students' Aid Fund.

**Students' Aid Fund**

Particulars	Details
Name of Programme/ Scheme	Students' Aid Fund
Duration of the Programme/ Scheme	Annual Scheme (implemented during each academic session)
Objective of the Programme	To provide financial assistance to economically weak students.
Physical and Financial Targets (Last Year)	Assistance provided subject to availability of funds and eligible applications received. During FY 2025–26, financial assistance of ₹5,000 each was awarded to 10 students (Total: ₹50,000).
Eligibility of Beneficiary	Students who are economically weak and in need of financial assistance, enrolled in the College.
Pre-requisites for the Benefit	Submission of prescribed application form along with supporting documents.

<b>Particulars</b>	<b>Details</b>
Procedure to Avail the Benefits	Applications are invited by the Students' Welfare Committee. Applications are scrutinized and eligible students are shortlisted for financial assistance.
Criteria for Deciding Eligibility	Financial need, academic performance, and recommendations of the concerned committee.
Details of Benefits Given	Financial assistance of ₹5,000 per selected student.
Procedure for Distribution of Assistance	Approved amount is disbursed through the prescribed financial procedure of the College.
Where to Apply / Contact	Students' Welfare Committee / College Office.
Application Fee	Nil
Other Fees	Nil
Application Format	Prescribed application form issued by the College.
List of Attachments	Income Certificate/Income Proof, Academic Records, Fee Receipt, Identity Card and other supporting documents, if required.
Format of Attachments	Self-attested copies.
Contact for Grievances	Convener, Students' Welfare Committee / Principal, Bhagini Nivedita College.
Details of Available Fund	As approved and allocated by the College under the Students' Aid Fund for the respective financial year.
List of Beneficiaries (FY 2025–26)	10 students received financial assistance under the Scheme. (List provided in Manual 13)

## MANUAL – 13

### Particulars of Recipients of Concessions, Permits or Authorization granted (Section 4(1) (b) (xiii) of Right to Information Act, 2005)

#### 13.1 Please provide the information as per the following format:

For the Financial Year 2025–26, ten students were awarded financial assistance of ₹5,000 each under the Students' Aid Fund.

S.No	Name of Applicant	Course	Roll No
1	Kerul Gupta	B.A.(Hons) Pol Science	248130
2	Akanksha	B.A.(Hons) Pol Science	238059
3	Sanjana	B.A. (Prog)	231620
4	Vandana Kumari	B.A.(Hons) Pol Science	238071
5	Saniya Fatima	B.A.(Hons) History	257189
6	Ayesha Anwar	B.Com.(Prog)	242366
7	Runam	B.A.(Prog)	241988
8	Payal	B.A.(Prog)	241900
9	Simran Rai	B.A.(Prog)	231819
10	Janshee Gautam	B.Com.(Prog)	252292

## MANUAL – 14

### Information available in an electronic form

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

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

- **List of materials available Free of cost:**  
Information available on the College website <http://www.bhagininiveditadu.ac.in>
- **List of materials available at a reasonable cost of the medium:**  
Copies of records/documents may be supplied on payment of the prescribed charges under the RTI Act, 2005 and applicable rules.
- **Details of information available in electronic form:**  
Information relating to admissions, academic programmes, notices, RTI disclosures, annual report, IQAC documents, and other statutory information.
- **Name/Title of the document/record/other information:**  
Prospectus, Annual Report, RTI Information Handbook, Academic Calendar, Notices, and other documents available on the College website.
- **Location/Medium where available**  
College Website <http://www.bhagininiveditadu.ac.in> and University of Delhi Website [www.du.ac.in](http://www.du.ac.in), as applicable.

## MANUAL – 15

### Particulars of the facilities available to citizens for obtaining information (Section 4(1) (b) (xv) of Right to Information Act, 2005)

#### 15.1 Means, Methods and Facilitation Available to the Public for Dissemination of Information

**Means:** Information relating to the College is maintained and disseminated through its academic departments, administrative offices, statutory bodies, and designated functionaries.

**Methods:** Information is disseminated through:

- Records and files maintained by the College.
- Electronic records and databases.
- The College website: <https://www.bhaginiveditadu.ac.in>
- Notices, circulars, reports, prospectus, publications, and other documents placed in the public domain.
- Email and other electronic communication channels, wherever applicable

**Facilitation:** Information relating to the College is made available through the College website and the Administrative Office. Citizens may also obtain information in accordance with the provisions of the Right to Information Act, 2005.

#### Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

##### Name & location of the facility:

- College Website
- College Administrative Office, Bhagini Nivedita College, University of Delhi, Kair, Najafgarh, New Delhi – 110043

**Details of information made available:** Information relating to admissions, academic programmes, notices, RTI disclosures, annual reports, statutory committees, student support services, and other information placed in the public domain.

##### Working hours of the facility:

- College Office on all working days during office hours.
- Website: Available 24x7.

##### Contact person & contact details (Phone, fax, email)

- College Office / Administrative Office. Phone: 011-71631597, E-mail: [bnc.kair@gmail.com](mailto:bnc.kair@gmail.com)
- Public Information Officer (PIO) for RTI matters. Contact details as notified on the College website.

## MANUAL – 16

### Particulars of Public Information Officers

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

- 16.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format**

#### **Public Information Officer**

Dr. Alokka Dutta, Professor, Department of Political Sc.,  
Bhagini Nivedita College, Kair, Near Najafgarh, New Delhi - 110043  
Phone: 011-71631597, Email: [bnc.kair@gmail.com](mailto:bnc.kair@gmail.com)

#### **Appellate Authority**

Prof. Ruby Mishra, Principal, Bhagini Nivedita College,  
Kair, Near Najafgarh, New Delhi - 110043  
Phone: 011-71631597, Email: [bnc.kair@gmail.com](mailto:bnc.kair@gmail.com), [principal@bn.du.ac.in](mailto:principal@bn.du.ac.in)

#### **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-3 size.
- 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.

## MANUAL – 17

### Other Useful Information

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

#### 17.1 Frequently Asked Questions (FAQs)

##### 1. What programmes are offered by the College?

The College currently offers the following undergraduate programmes:

- B.A. (Hons.) Hindi
- B.A. (Hons.) History
- B.A. (Hons.) Political Science
- B.Sc. (Hons.) Home Science
- B.Sc. (Hons.) Physics
- B.A. Programme
- B.Com. Programme
- B.Sc. Physical Science with Chemistry
- B.Sc. Physical Science with Computer Science

##### 2. How can I obtain admission to the College?

Admissions are conducted in accordance with the policies, eligibility criteria, and procedures prescribed by the University of Delhi. Admission-related information is available on the University and College website: <https://www.bhagininiveditadu.ac.in>

##### 3. Where can I find information regarding eligibility criteria, seat matrix, and fee structure?

The information is available on the College website and the University of Delhi admission portal.

##### 4. Does the College provide scholarships and fee concessions?

Yes. Eligible students may avail themselves of scholarships, fee concessions, and financial assistance as per applicable rules and schemes.

##### 5. Is hostel accommodation available in the College?

At present, the College does not have hostel facilities.

##### 6. How can information be obtained under the Right to Information Act, 2005?

Requests for information may be submitted to the Public Information Officer (PIO) of the College in accordance with the provisions of the RTI Act, 2005.

##### 7. Where is Bhagini Nivedita College located and how can one reach the College?

Bhagini Nivedita College is located near Village Kair, about 6.5 km from Najafgarh in South-West Delhi. The College is well connected by road and public transport, with bus services operating through Najafgarh, Kair, and Mitraon. The College also provides transport facilities between the campus and nearby public transport points at specified timings. Detailed directions and route maps are available on the College website.

##### 8. What is the nearest Metro Station to the College?

The nearest Metro Station is Dhansa Bus Stand (Grey Line). From there, public transport is available to Kair and Mitraon, from where the College can be conveniently reached.