

## CHAPTER-II SECTOR 4(1) OF RTI ACT, 2005

### Manual 4 (b) (i) : Particulars of Organisation, Functions and Duties

#### Introduction:

Bhim Rao Ambedkar College came into existence in 1991 during the birth centenary year of Bharat Ratna Baba Saheb Dr. Bhim Rao Ambedkar. It is a constituent college of the University of Delhi sponsored by Delhi Government. As a co-educational institution, it is maintaining its incessant momentum on the path of progress ever since its inception in academic and extra-curricular fields. The Principal and the staff have dedicated themselves to place the college firmly on its pioneering tracks, preparing students for their fruitful and responsible future.

The college offers many important courses to its students for the three year Bachelor Degree Programmes. Along with B.A. Programme, B.Com, B.Com (Hons.) and B.A. (Hons.) Geography, the college holds the unique distinction of being the forerunner in launching four professional courses of the University. B.A. (Hons.) **Hindi Journalism and Mass Communication** was introduced in 1994-95, B.A. (Hons.) **Social Work** and B.A. (Hons.) **Business Economics** were started in 1995-96. Since 2007-08, the college has also introduced B.A. (Hons.) **Applied Psychology**. For the B.A. Programme too, the college offers various vocational subjects like Functional Hindi, Industrial Relations and Personnel Management (IRPM), Office Management and Secretarial Practice (OMSP), and Business Data Processing (BDP).

#### Courses Offered:

Courses of Study		Sanctioned Seats including OBC reserved Seats*
1	B.A. Programme	245
2	B.A. (Hons.) Applied Psychology	34
3	B.A. (Hons.) Business Economics	54
4	B.A. (Hons.) Geography	54
5	B.A. (Hons.) Hindi Journalism and Mass Communication	54

<b>6</b>	<b>B.A. (Hons.) Social Work</b>	<b>54</b>
<b>7</b>	<b>B. Com.</b>	<b>163</b>
<b>8</b>	<b>B.Com. (Hons.)</b>	<b>109</b>
	<b>Total Seats</b>	<b>767</b>
* As per the University letter No. Acad/OBC/2009/477 dated March 13, 2009.		

#### Manual 4 (b) (ii) : Power and Duties of its Officers and employees

Designation	Powers and duties
Principal	<p>The principal is the chief academic and executive officer of the college and shall exercise supervision and control over the affairs of the college and give effect to the decisions of all the authorities of the college.</p> <p>The principal shall be entitled to be present, and address any meeting of any other authority.</p> <p>It is the duty of the principal to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.</p> <p>The principal shall have all powers necessary for the proper maintenance of discipline in the College and he may delegate any such power to such officer or officers as he may deem fit.</p> <p>Principal shall grant leave of absence to any employee of the college in accordance with the rules and, if he so decides, may delegate such power to another officer of the college.</p> <p>Principal has the power to make short term appointments, with the approval of Governing Body, for a period not exceeding 3 months, of such persons as he may consider necessary for functioning of the University.</p>
Bursar	Bursar is entrusted with supervision and control of Accounts and finance of the college as per University guidelines/calendar.
Teachers	To impart education, mentoring, counseling, undertake research and help in College administration as per University guidelines/rules.
S.O. (Admn.)	S.O (Admn.) supervision and control the Non-Teaching Staff.
S.O (Accounts)	<p>S.O Accounts shall work under the control of principal.</p> <p>S.O. finance shall exercise general supervision over the funds of the college and advise its financial policies; and Perform such other financial function as may be assigned to him by the Principal</p>

Librarian	To look after the library and work for the college.
Senior Personal Assistant	To assist the Principal in the day-to-day routine activities, in the conduct of the meetings and take down the minutes of the meetings and undertake related assigned duties.
Senior Assistant	To handle routine correspondence and assist the Principal in day-to-day activities and to maintain the service records of the staff members and undertake related assigned duties.
Professional Assistant	To maintain the library records and duties assigned.
Assistant	To maintain records, files and other work as assigned to them from time to time.
Semi Professional Assistant	To look after issuance and return of books and other assigned work
Caretaker	To look after the College properties and maintenance of electrical, civil, stationary, water installation and supervision of normal building repairs and any other work assigned from time to time.
Laboratory Assistant	To assist teachers in the conduct of practical and laboratory records and their maintenance and other assigned duties.
Driver	To drive the official staff car, to maintain the staff car and to keep records of the log book, petrol register, etc.
Gestetner Operator	To operate photocopying machine and duplicating machine, to keep the machines in order and to maintain the records of the same.
Daftri	To do the filing work, to assist in the binding work, if required and other work assigned from time to time.
Laboratory Attendant	To do dusting and other assigned works
Library Attendant	To do dusting and other assigned works.
Office Attendant	To do dusting and other assigned works.
Mali	To carry out the gardening work and other related works

Waterman	To do works as assigned from time to time.
Safai Karamchhari	To do the cleaning work and other related sanitation works assigned from time to time.

**Manual 4 (b) (iii): Procedure followed in the decision-making process, including channels of supervision and accountability.**

Decisions in various matters are taken by the appropriate authorities of the College as per the procedures laid down under various Ordinances, rules and regulations of the University.

**Manual 4 (b) (iv): Norms set by it for the discharge of its functions**

Norms and standard for various activities of the college are set by the competent authority such as the Governing Body and Staff Council.

The Staff Council is the academic body of the college. Subject to the provisions of the Delhi University Act, 1922, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instructions, education and examination of the college and other academic matters.

**Manual 4 (b) (vi): Statement of the categories of documents that are held by it or under its control**

S.No.	Nature of Record	Details of Information available	Unit/Section where available
1	University Act and first Statutes	<p>The Act provides to establish and incorporate an affiliating and teaching university at Delhi. It is the basis for functioning of the College.</p> <p>The first Statutes are those made by the Govt. with the prior approval of the Chancellor within thirty days of the notification of the University Act.</p>	S.O. (Admn.)

2	Statutes, Ordinance and Regulations	All statutes, ordinance and regulations framed under provisions of the Act and approved by the statutory authorities. In case of new statutes or amendment in existing statutes, assent from Principal also attained.	S.O. (Admn.)
3	Annual Report	All activities held in the college during the financial year.	Library
4	Annual Accounts	Balance sheet, Audit report of Accounts	Accounts dept.
5	Service records	Registers containing all details of each employee (all kinds of leave availed, etc.)	S.O. (Admn.)
6	Personal files of employees	Contains Personal matters of all officers and employees	Sr. P.A.
7	Student data	Information regarding students admitted each year by counseling	S.O. (Admn.)
8	Agenda and minutes of meetings of statutory authorities	Agenda items and proceedings of: - (i) Governing Body (ii) Staff Council and its committee with convenor	Sr. P.A. & the concerned branch which conducts the meeting.
9	Stock Register	Contains entries of all materials purchased.	Care-taker/ concerned deptt. Teacher-in-charge

**Manual 4 (b) (vii): The 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;**

This Institution is the part of University of Delhi. All Rules, Regulations and Instructions are determined through various statutory bodies of the University, namely the University Court, Executive Council and Academic Council comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

**Manual 4 (b) (viii): Statement of Boards, Councils, Committees or other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

S No	Name of Boards, Councils, Committees or body	Main Functions of body	Constitution of the body
1.	Governing Body	<p>1. Overall Policy formulation and control for administration subject to university rules.</p> <p>2. Selection and promotion of college employees.</p> <p>3. Financial contribution as per UGC norms.</p>	<p>As per Delhi University norms. Sh. Arun Bhagat is the Chairperson and Smt. Rekha Khanna is the Treasurer.</p>
2.	Staff Council	<p>(A) (a) (i) Time Table- Preparation of College time-table.</p> <p>(ii) Allocation of extra-curricular work of teachers not involving payment of remuneration.</p> <p>(iii) Organizing extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.</p> <p>(iv) Laying down guide-lines for purchase of library books and laboratory equipment in consultation with the appropriate departments.</p> <p>(v) Organizing admission of students.</p> <p>(b) Subject to the provisions of the Act, the Statutes and the Ordinance of the University, the Staff Council shall make recommendation in respect of the following matters.</p> <p>(i) Formulation of recommendations on introduction of new teaching posts in the</p>	<p>1. There shall be a Staff Council in every College</p> <p>2. All the members of the teaching staff, the Librarian and the Director of Physical Education shall constitute the staff Council.</p> <p>3. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Principal shall act as Principal-in-Council in respect of matters on which Staff Council is required to take decisions.</p> <p>4 (a) The Principal shall be ex-officio Chairman of the Staff</p>

	<p>departments and expansion of the existing departments;</p> <p>(ii) Formulation of admission policy within the framework of the policy laid down by the University;</p> <p>(iii) Formulation of guidelines regarding arrangements for the residence and welfare of students in consultants with appropriate students' organizations;</p> <p>(iv) Formulation of guide lines regarding discipline of the students;</p> <p>(v) Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.</p> <p>Note: The administration staff of the college will not be within the purview of the staff council.</p> <p>(B) (a) The staff Council shall function through Committees appointed by the Council. Ordinarily (i) no person shall be member of more than two Committees at a time and (ii) no person shall hold office as a member of a Committee for more than two consecutive terms.</p> <p>(b) The Principal shall have the right to be present and to speak at any meeting of any Committee.</p> <p>(c) Each Committee shall have a Convenor appointed by the staff Council, who shall convene the meetings of the Committee, and the minutes of the meetings shall be prepared and maintained by him.</p> <p>(d) The decisions of the committee shall be reported to the subsequent meeting of the Staff Council for ratification, wherever necessary.</p>	<p>Council.</p> <p>(b) The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.</p>
--	---	---

	<p>(e) The Principal shall implement all decisions of the Staff Council, if, in the opinion of the Principal, however, any emergency has arisen which requires that immediate action should be taken, the Principal shall take such action as he deems necessary and shall report the same to the next meeting of the Staff Council for confirmation.</p> <p>(C) The rules relating to the conduct of meetings of the Staff Council shall be in accordance with the Regulations laid down in the behalf.</p>	
--	--	--

**Manual 4 (b) (ix) : Directory of its Officers and employees**

<b>TEACHING STAFF</b>	
<b>PRINCIPAL : Dr. G. K. ARORA</b>	
<b>BUSINESS ECONOMICS</b>	
1. Dr. Usha Gupta	4. Mr. Lalit Kumar*
2. Dr. Rakesh Shahni	5. Ms. Sunita Chaki
3. Mrs. Pratibha Verma	
* Teacher-In-charge 2009-10	
<b>COMMERCE</b>	
1. Dr. R.B. Solanki	12. Dr. Deepali Jain
2. Dr.(Mrs.) Neelam Gupta	13. Ms. Diljeet Kaur
3. Dr. Sangeeta Sharma	14. Mrs. Seema Sodhi
4. Dr. (Mrs.) Mamta	15. Mrs. Sangeeta Verma (O.M.S.P.
5. Dr.(Mrs.) Poonam Mittal	16. Dr. Mahadev Prasad Meena
6. Dr. Nishi Sharma	17. Shri Ajoy Prasad
7. Dr. Neetu	18. Mrs. Arti Dhingra
8. Dr. Sujit Kumar*	19. Mr. Purshottam
9. Dr. K.M. Bansal	20. Mr. Anish Gupta
10. Dr. Tanmay Panda (on Leave)	21. Mr. Mohnish Kr. (Temp.)
11. Dr. D.K. Pandeya	
* Teacher-In-charge 2009-10	
<b>ECONOMICS</b>	
1. Dr. Sonia Aggarwal *	3. Mrs. Surbhi G. Garg
2. Ms. Harish	4. Mr. Narender Thakur
* Teacher-In-charge 2009-10	
<b>ENGLISH</b>	
1. Dr.(Mrs.) Pramila Batra	5. Dr. Sunita Malik
2. Dr. C.P. Sharma*	6. Mr. Sanjeev Kumar
3. Dr.(Mrs.) Manju Ailawadhi	7. Ms.N.Victoria Chanu

4. Ms. Archana Mathur	8. Mr. Tamal Dasgupta
* Teacher-In-charge 2009-10	
<b>GEOGRAPHY</b>	
1. Dr. Ramashray Prasad	6. Mrs. Monica Ahlawat*
2. Dr. Rameshwar Thakur	7. Sh. Sibabrata Das
3. Dr. R.N. Dubey	8. Ms. Tulika Sanadhya
4. Dr. Jitender Saroha	9. Md. Riyazuddin Khan
5. Dr. M. S. Kadayan	10. Ms. Kanika(Temp.)
* Teacher-In-charge 2009-10	
<b>HINDI</b>	
1. Dr. M. S. Vats	9. Dr. Sheoraj Singh (OL.)
2. Dr. (Ms.) Mamta	10. Dr. R. P. Dwivedi (on leave)
3. Dr. (Mrs.) Chitra Rani	11. Sh. Pradeep Kumar Singh
4. Mrs. Rajni	12. Dr. Om Mishra
5. Dr. Rajendra Prasad	13. Sh. Dhananjay Kumar
6. Dr. Neerav Adalja	14. Dr. Rajbir Vats
7. Dr. Bijender Kumar	15. Dr. Kusum Nehra
8. Dr. (Mrs.) Shashi Rani*	
* Teacher-In-charge 2009-10	
<b>HISTORY</b>	
1. Dr. S.S. Chawla	3. Shri Sanjay Sharma*
2. Dr. Jaya Varma	
* Teacher-In-charge 2009-10	
<b>MATHEMATICS</b>	
1. Dr.(Mrs.) Sarla D. Bhardwaj*	2. Dr. T.P. Singh
* Teacher-In-charge 2009-10	
<b>POLITICAL SCIENCE</b>	
1. Dr. Rajesh Upadhyaya	3. Dr. Arvind Kumar Yadav*
2. Dr. Nalin Kumar	
* Teacher-In-charge 2009-10	
<b>PSYCHOLOGY</b>	
1. Dr. (Mrs.) Anita Srivastava	4. Sh. Ravi Shankar
2. Sh. Navin Kumar	5. Sh. Indiwari Misra
3. Ms. Ritu Wadahawan*	6. Dr. Malinee Priya
* Teacher-In-charge 2009-10	
<b>SANSKRIT</b>	
1. Dr.(Mrs.) Anula Maurya (OL.)	
<b>SOCIAL WORK</b>	
1. Dr. Kalpana Goel (OL.)	8. Dr. Mohd. Shahid*
2. Dr. V.P. Singh	9. Ms. Tushti Bhardwaj
3. Sh. Avtar Singh	10. Shri Bishnu Mohan Dash
4. Dr. (Mrs.) Richa Chowdhary	11. Dr. Ravindra Singh
5. Sh. Abraham P.F. (OL.)	12. Ms. Meenu Anand (Temp.)
6. Mrs. Sangeeta S. Dhaor	13. Mr. Farukh Faheem (Temp.)
7. Dr. Atul Pratap Singh	
* Teacher-In-charge 2009-10	

**D.P.E..** Dr. K.K. Sharma

**LIBRARIAN:** Sh. R. K. Sharma (ad-hoc)

<b>COLLEGE ADMINISTRATION</b>			
<b>Principal:</b>	Dr. G. K. Arora		
Bursar:	Dr. S. S. Chawla	Section Officer (Admn.)	Sh. R. P. Dahman
Administrative Officer :	Retired	Section Officer (Accounts)	Sh. Jogender Singh
Sr. P.A. to Principal	Sh. Ram Kumar	Cashier	Sh. Rajeev Saxena

**Manual 4 (b) (xiv) Details in respect of the information available to or held by it, reduced in an electronic form;**

All Official information is accumulated by the concerned Sections in files and documents. However, Information about functions and activities are also available on the College website [www.brambedkarcollege.org](http://www.brambedkarcollege.org)

**Manual 4 (b) (xvi) Name, designations and other particulars of the Public Information Officers;**

<b>Name</b>	<b>Designation</b>
Dr. M. S. Vats	Public Information Officer
Sh. R. P. Dahman	Assistant Public Information Officer
Dr. G. K. Arora	Applet Authority (Principal)