

# **Information Handbook under Right to Information Act, 2005**

DESHBANDHU COLLEGE  
(University of Delhi)  
Kalkaji, New Delhi - 110019

**Revised and updated on 07.10.2021**

# MANUAL - 1

## **PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES**

### **[SECTION - 4 (1) (B) (I)]**

**1. Aims and objectives of the organization.**

To establish develop and maintain the educational institution called "DESHBANDHU COLLEGE" and manage, supervise and administer its affairs.

**2. Mission/Vision**                      Education

**3. Brief history and background for its establishment:**

DESHBANDHU COLLEGE, is a co-educational Constituent College of University of Delhi, started in 1952.

**4. Organization Charts**              Enclosed

**5. Allocation of business**        Enclosed

**6. Duties to be performed to achieve the mission:**

The College has a well-qualified and academically distinguished faculty to achieve its mission.

**7. Details of services rendered.**

Teaching and guidance regarding Project work etc.

**8. Citizens interaction**                      As Per Procedure

**9. Postal address of the main office, attached/subordinate office/field units etc.**

DESHBANDHU COLLEGE, KALKAJI,  
NEW DLEHI - 110019

**10. Map of Office location**

Situated in Kalkaji adjacent to C.R. Park and in the Proximity of Nehru Place.

**11. Working hours both for office and public**                      9:00 A.M. to 5:30 P.M.

**12. Public interaction, if any**    Yes

**13. Grievance redress mechanism**        Yes, as per Delhi University guidelines.

## MANUAL - 2

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[SECTION - 4 (1) (b) (ii)]

#### *POWERS AND DUTIES OF OFFICERS AND STAFF*

S. No.	Designation of Post	Powers				Duties attached	
		Administrative	Financial	Statutory	Others		
1.	Principal	√	√	√	√		
2.	Administrative Officer	√		√	√		
3.	S.O. (Admn.)	√		√	√		
4.	S.O. (Accounts)	√		√	√		
5.	Sr. P.A			√	As per duties assigned		
6.	Librarian	√		√	√		
7.	Bursar (from amongst Teaching Staff by rotation)		√				

**NOTE: Substantive powers and duties for each position may be defined.**

## MANUAL - 3

### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

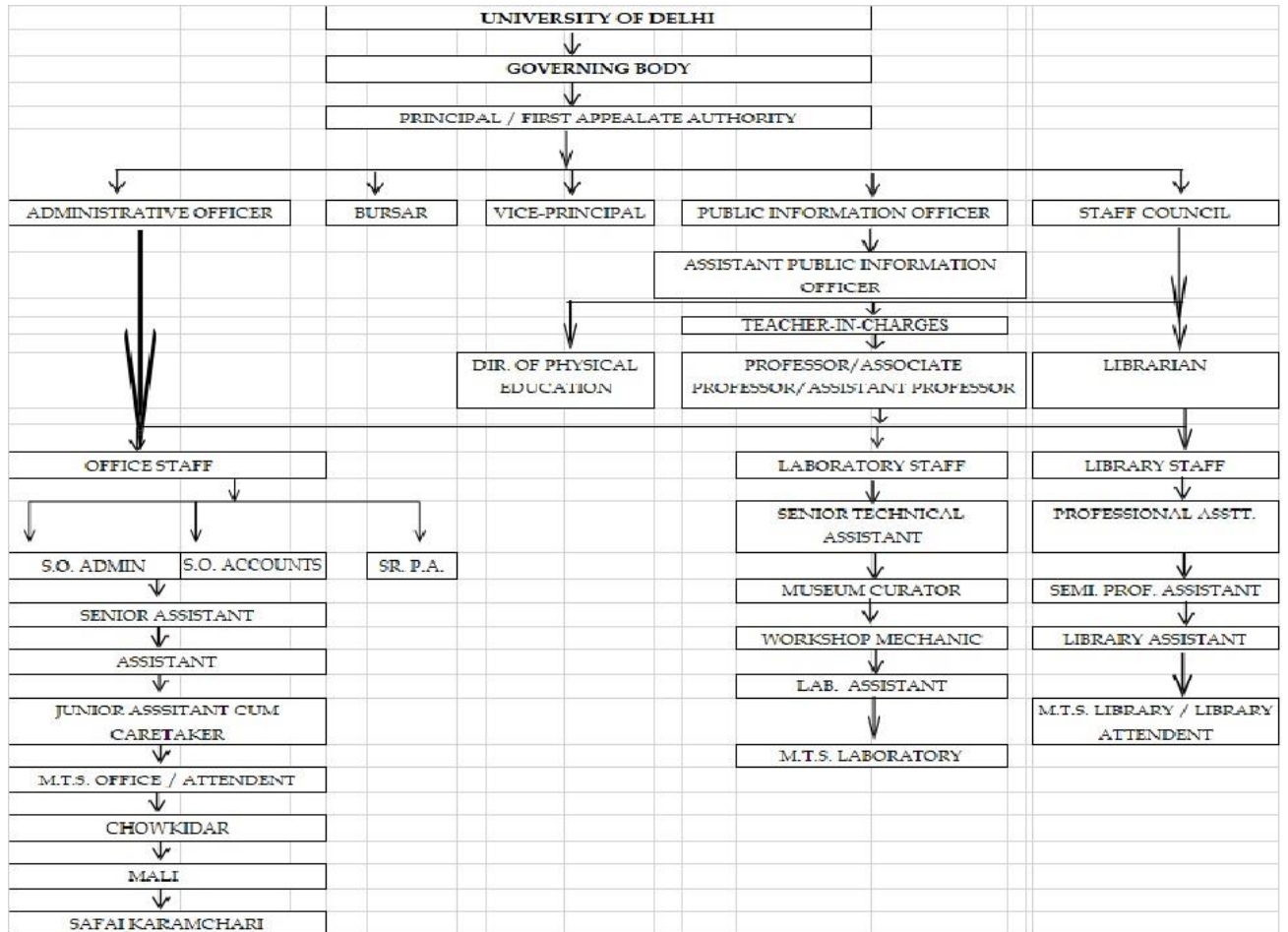
#### [SECTION - 4 (1) (B) (III)]

The Procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

S. No.	Activity Post	Level of Action	Time Frame

The College follows the procedure as per the rules prescribed by the University of Delhi and U.G.C from time to time.

# CHART



\* In absence of Principal, the Vice-Principal will act/officiate subject to the guidelines framed time to time by the UGC / University of Delhi

## MANUAL - 4

### NORMS SET FOR THE DISCHARGE OF FUNCTIONS

#### [SECTION - 4 (1) (B) (IV)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

S. No.	Activity	Time frame/Norm	Remarks

The time period is set by the official circulars and letters received from the University of Delhi and U.G.C.

**MANUAL - 5**

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS, AND RECORDS FOR  
DISCHARGING FUNCTIONS.**

**[SECTION - 4 (1) (B) (V)]**

<b>S. No.</b>	<b>Name of the act rules, regulations etc.</b>	<b>Brief list of the contents</b>	<b>Reference No. if any</b>	<b>Price in case of Public Publications</b>
<b>Being a constituent college of University of Delhi, the college follows all rules and regulations prescribed and laid down by the University and U.G.C from time to time.</b>				

## MANUAL - 6

### A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL.

[SECTION - 4 (1) (B) (VI)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

S. No.	Name of the record	Details of information available	Unit/Section where available	Retention period where available
1.	Students' Record	Course wise information	Administration	As per rules
2.	Service Record of employees	Service books, Personal files and Leave records etc.	Administration	As per rules
3.	Assets etc. Purchased from time to time	Stock Registers (as per details given therein)	Administration/ Departments	As per rules
4.	Salary and other bills etc.	Vouchers, Bills and other records	Accounts	As per rules



**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 OF IMPLEMENTATION.**

**[SECTION - 4 (1) (B) (VII)]**

**Details of consultative committees and other bodies with which consultations are held.**

**N / A**

<b>S. No.</b>	<b>Name and address of the consultative committees/bodies</b>	<b>Constitution of the committee/ Body</b>	<b>Rate and responsibility</b>	<b>Frequency of meetings</b>

**Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunvai, interaction with resident welfare associations, etc.**

**Other details whether the meetings are open to public, minutes are accessible to public etc. may also be indicated.**

## MANUAL - 8

### A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED.

#### [SECTION - 4 (1) (B) (VIII)]

S. No.	Name and address of the body etc.	Main functions of the body	Constitution of the body	Date of Constitution
1.	College Governing Body	The Executive Authority General supervision and control of the affairs of the College.	In accordance with statute - 30 read with ordinance - XVIII and XX of University of Delhi	Reconstituted every year
2.	Staff Council  (Copy of Relevant pages of Statute & Ordinances enclosed)	1. Preparation of College Time-Table. 2. Allocation of extra-curricular work to teachers' non-remunerations. 3. Organizing extra-curricular activities including cultural activities of students, sports, games, National Service Scheme and other Social Service Scheme and academic societies. 4. Laying down guide-lines for purchase of Library Books and laboratory equipment. 5. Organizing admission of students.	Teaching Staff with Principal as its Chairman	Constituted every year by election in the month of April

Date up to which valid etc.	Whether meetings open to Public	Whether minutes accessible to Public	Frequency of meetings	Remarks
6	7	8	9	10
For one year	No	No	At least once in each of three academic term during a session	Applicable to both College GB and Staff Council.

# UNIVERSITY OF DELHI

Calendar

(THE ACT, STATUTES AND ORDINANCES)

## Volume I



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2004

## STATUTES

### 29. Omitted.

30. (1) (A) (i) The University may establish and maintain such Postgraduate Colleges, Institutions and Halls as may be decided upon by the Executive Council from time to time.

(ii) The organisation, conditions of maintenance and management of such Colleges, Institutions and Halls shall be prescribed by the Ordinances.

\*(B) Colleges shall be of two types, namely, Constituent and Affiliated.

Constituent Colleges will be those Colleges and Institutions which will impart instruction at least up to the Honours standard, or for a Bachelor's Degree in a professional course recognised as such by the University.

Affiliated Colleges will be those Colleges and Institutions which will impart instruction up to the Bachelor's Pass Degree excluding a degree in a professional course.

(C) Colleges and other Institutions within the limits of State of Delhi, may be admitted to such privileges of the University as the Executive Council may decide on the following conditions, namely:

- (i) Every such College or Institution shall have a regularly constituted Governing Body, consisting of not more than twenty persons approved by the Executive Council and including, among others, at least two representatives of the University and at least three representatives of the teaching staff of whom the Principal of that College or Institution shall be one. The rules relating to the composition and personnel of the Governing Body, and those relating to other matters affecting the management of the College shall conform to the Statutes and the Ordinances of the University and the conditions of Government Grant to Colleges. Such rules and the personnel will require the approval of the Executive Council:

Provided that the said condition shall not apply in the case of Colleges and Institutions maintained by Government which shall, however, have an Advisory Committee, which shall consist of, among others, at least three teachers including the Principal of the College or Institution, and two representatives of the University.

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\*Note : The following Colleges are termed as the Professional Colleges :

- (1) College of Nursing, New Delhi.
- (2) Central Institute of Education, Delhi.
- (3) Lady Hardinge Medical College, New Delhi.
- (4) Delhi School of Social Work, Delhi.
- (5) Lady Irwin College, New Delhi.
- (6) Delhi Polytechnic, Delhi.
- (7) Maulana Azad Medical College, New Delhi.

## STATUTES

- (ii) Every such College or Institution shall satisfy the Executive Council on the following points, namely:
- (a) the suitability and adequacy of its accommodation and equipment for teaching;
  - (b) the qualifications and adequacy of its teaching staff and the conditions of their service;
  - (c) the arrangements for the residence, welfare, discipline and supervision of its students;
  - (d) adequate financial provision has been made for the continued maintenance of the College; and
  - (e) such other matters as are essential for the maintenance of the standards of University education.
- (iii) No College or Institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of inspection appointed for the purpose by the Academic Council.
- (iv) Organisations/Colleges and Institutions desirous of admission to any privileges of the University shall be required to intimate their 'intention to do so in writing so as to reach the Registrar not later than the 15th August, preceding the year from which permission applied for is to have effect.
- (v) A College may not, without the previous permission of the Executive Council and the Academic Council suspend instruction in any subject or course of study which it is authorised to teach and teaches.

(D) The Executive Council may, if it is satisfied, after such inquiry as it may think fit to make, that:

- (a) the affairs of such College or Institution are being managed in a manner prejudicial to the interests of the University or of such College or Institution or of the teachers or students thereof; or
- (b) teaching is being conducted in such College or Institution in a manner prejudicial to the standards of teaching in the University or any other activity of the University or to public interest.

appoint to the regularly constituted Governing Body of such College or Institution such number of additional members, not being more than one-half of the total number of members of the Governing Body. and for such period as it may think fit but not exceeding three years on any one occasion: Provided that the person appointed as an additional member on the regularly constituted Governing Body of a College or Institution shall.

## STATUTES

notwithstanding the expiry of the term of office of the members of the regularly constituted Governing Body, hold office as additional member of such Governing Body for the period specified in the order appointing him as such member but any such additional member may be recalled from his office as such at any time by the Executive Council and any other person may be appointed in his place to fill the vacancy caused by such recall.

(2) Appointment to the teaching staff of such College or Institution shall be made on the recommendation of a Selection Committee (which shall include the Principal unless the post to be filled is that of the Principal), the composition of which shall be such as may be prescribed by the Ordinances :

Provided that the provisions of the Clause shall not apply in the case of Colleges and Institutions maintained by Government.

\*Explanatory notes :

1. Consequent to the amendments of corresponding Ordinances XVIII and XX relating to the composition of Selection Committees for Lecturer and Principal in Colleges modified so as to bring them in consonance with UGC's Regulations vide its letter No. F.3-1/2000 (PS) dated 4.4.2000 as per the direction of the Hon'ble Visitor vide MHRD letter No. F-4-22/2002 : Desk (U) dated 7.1.2004.
2. The existing Statute includes at least one representative of the University on the Governing Body and one expert nominated by the Academic Council, as members of the Selection Committee, but there is no such provision in the UGC Regulations and, consequently, in the modified Ordinances as per the direction of the Hon'ble Visitor vide MHRD letter No. F-4-22/2002 : Desk (U) dated 7.1.2004. Therefore, it is necessary to amend Statute 30(2) accordingly.

(3) The service conditions of the Administrative and other non-academic staff of every such College shall be in accordance with those laid down by the University for similar posts in the University:

Provided that the provisions of this Clause shall not apply in the case of Colleges and Institutions maintained by Government.

(4) Every such College or Institution shall be inspected at least once in every two academic years by a Committee appointed by the Academic Council, and the report of that Committee shall be submitted to the Academic Council, which shall forward the same to the Executive Council with such recommendations as it may deem fit to make. The Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Governing Body of the College or Institution with such remarks, if any, as it may deem fit, for suitable action.

## STATUTES

(5) The Executive Council may, after consulting the Academic Council, withdraw any privileges granted to a College or Institution if at any time it considers that the College or Institution is not fulfilling the requisite conditions:

Provided that before any privileges are so withdrawn the Governing Body shall be given an opportunity to represent to the Executive Council why such action should not be taken.

(6) Subject to the conditions set forth above the Ordinances may prescribe any other conditions which may be considered necessary and also the procedure for the admission of Colleges and Institutions to the privileges of the University and for the withdrawal of those privileges.

**30-A.** *Omitted.*

**31.** *Omitted.*

**32.** *Omitted.*

**32-A.** *Omitted.*

**33.** *Omitted.*

**34.** *Omitted.*

**35.** *Omitted.*

**36.** *Omitted.*

## DESHBANDHU COLLEGE

**Ord. XX-A.** *Omitted*

**Ord. XX-B. Deshbandhu College**

1. The University shall maintain and run the following College.

(i) Deshbandhu College, Kalkaji, New Delhi.

2. The Executive Council shall constitute for the College, a Governing Body to administer affairs of the College, constituted as follows:

(i) A person appointed by the Vice-Chancellor-*Chairman*

(ii) Treasurer (*Ex-officio*)

(iii) The Principal of the College (*Ex-officio*)-*Member-Secretary*

(iv) Not less than five and not more than eight members appointed by the Executive Council, not necessarily from among themselves.

(v) Two members of the teaching staff from among the teachers of the Day Classes and two members of the teaching staff from among the teachers of the Evening Classes by rotation according to seniority for a term of one year. One of the teachers' representative from the Day Classes and one of the teachers' representative from the Evening Classes shall be from among those with more than 10 years' service, and one of the teachers' representative from the Day Classes and one of the teachers' representative from the Evening Classes shall be from among those with less than 10 years' service. If, however, eligible candidates are not available in one of those categories, both the representatives may be taken from the other:

Provided that a teacher who has become member of the Governing Body of the College under the category of teachers with less than ten years' service and completes his ten years' service during the term of his membership as such, will nevertheless continue to be a member of the Governing Body for the full term of one year.

3. Members, other than the *ex-officio* members, shall hold office for a period of one year.

4. Subject to the general control and supervision of the Executive Council, the Governing Body shall exercise the following powers and functions:

(a) to organise the teaching in the College and to determine teaching requirements of the College;



## ORDINANCE XX

- (b) to admit students to the various courses as per rules laid down by the Academic Council from time to time, resident and non-resident, and to prescribe the fees to be paid by them;
- (c) to submit to the Executive Council an estimate of the income and expenditure of the College and to incur expenditure within the limits fixed in the budget approved by the Executive Council;
- (d) to consider the Annual Accounts alongwith the Audit Report and after approval to submit the same to the Executive Council for information alongwith its comments.
- (e) to create, appoint, suspend or terminate the services of the administrative and other non-academic staff and to determine their emoluments and conditions of service;

Provided that the qualifications for appointment, emoluments and conditions of service of such persons shall be in accordance with those laid down by the Executive Council for similar posts in the University;

- (f) to appoint the Principal and the teaching staff on the recommendations of the Selection Committee appointed for the purpose, subject to the approval of the appointment of the Principal and the recognition of the teaching staff by the Executive Council;
- (g) to grant leave to teachers and other staff according to the rules framed for the purpose;
- (h) to define the duties and responsibilities of the Principal, teaching staff and administrative staff of the College; and
- (i) to do such other acts as may be necessary for the exercise of the above functions.

**5. The Selection Committee for recommending appointment to the post of Principal for the College shall consist of :**

- (a) The Chairman of the Governing Body (Chairman),
- (b) One member of the Governing Body to be nominated by the Chairman,
- (c) Two nominees of the Vice-Chancellor, out of whom one should be an expert,

## DESHBANDHU COLLEGE

- (d) three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor.

(At least four members, including two experts, should constitute the quorum).

6. Members of the teaching staff shall be appointed by the Governing Body on the recommendations of a Selection Committee constituted as follows :

1. Chairperson of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.
2. The Principal of the concerned College (Principal, Evening College in case the selection is for a teacher in the Evening College.)
3. Two nominees of the Vice-Chancellor, of whom one should be a subject expert.
4. Two subject-experts not connected with the College to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.
5. One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of service as teacher.

The quorum of the meeting should be five of which at least two must be from out of the three subject experts.

### *Librarian*

1. Chairman of the Governing Body or his nominee (Chairman)
2. One University representative on the Governing Body.
3. University Librarian
4. Head of the Department of Library and Information Science.
5. Principal/Principal (evening classes) in case the selection is for the evening classes.

Three members inclusive of the Chairman and University Librarian or Head of the Department of Library and Information Science of the University shall form a quorum.

### *Director of Physical Education :*

1. Chairman of the Governing Body or his nominee (*Chairman*)

## ORDINANCE XX

2. One University representative on the Governing Body.
3. Director of Physical Education of the University.
4. Principal/Vice-Principal (evening classes) in case the selection is for the evening classes.
5. Two experts nominated by the Academic Council from out of the panel of names approved by it.
6. Director of Physical Education in the College in case of selection of Additional Post of Director of Physical Education.

Three members inclusive of the Chairman and an expert nominated by the Academic Council or the Director of Physical Education of the University shall form a quorum.

7-A. (1) There shall be a Staff Council in every College.

(2) All the members of the teaching staff, the Librarian and the Director of Physical education shall constitute the Staff Council.

(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.

(4) (a) The Principal shall be *ex-officio* Chairman of the Staff Council.

(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.

(5) (a) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall take decisions in respect of the following matters:

- (i) Preparation of College time-table.
- (ii) Allocation of extra-curricular work of teachers not involving payment of remuneration.
- (iii) Organising extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.
- (iv) Laying-down guidelines for purchase of library books and laboratory equipment in consultation with the appropriate departments.
- (v) Organising admission of students.

## RAM LAL ANAND COLLEGE

(b) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall make recommendations in respect of the following matters:

- (i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments;
- (ii) Formulation of admission policy within the framework of the policy laid down by the University;
- (iii) Formulation of guidelines regarding arrangements for the residence and welfare of students in consultation with appropriate students' organisations;
- (iv) Formulation of guidelines regarding discipline of the students;
- (v) Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.

*Note :* The administrative staff of the College will not be within the purview of the Staff Council.

**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.

(b) The Principal shall have the right to be present and to speak at any meeting of any Committee.

(c) Each Committee shall have a Convener 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.

(d) The decisions of the Committee shall be reported to the subsequent meeting of the Staff Council for ratification, wherever necessary.

(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.

**C.** The rules relating to the conduct of meetings of the Staff Council shall be in accordance with the Regulations laid down in this behalf.