

## INFORMATION HANDBOOK Under Right to Information Act 2005

Designation	Name	Contact No.	Postal Address
Public Information Officer (Bursar)	Dr. Sushma Goel	011-23711222 Telefax	PIO Lady Irwin College University of Delhi Sikandra Road, New Delhi-110001
Appellate Authority (Director)	Dr. Anupa Siddhu	011-23711222 Telefax	Director Lady Irwin College University of Delhi Sikandra Road, New Delhi-110001

### PREAMBLE

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted-

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any
  - o body owned, controlled or substantially financed;
  - o non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

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

1. inspection of work, documents, records;
2. taking notes, extracts or certified copies of documents or records;
3. taking certified samples of material;
4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through

printouts where such information is stored in a computer or in any other device.’

The Lady Irwin College Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information.

This Information Handbook is divided into 17 sections. Each section deals with unit of information as delineated under section 4 (1) (b). For ease of reference, this is given below.

4. (1) Every public authority shall

(a) Maintain all its records duly catalogued and indexed in a manner and from which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) Publish within one hundred and twenty days from the enactment of this Act,

- (i) The particulars or its organization, functions and duties;
- (ii) The powers and duties of its officers and employees;
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set by it for the discharge of its of its functions;
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) A statement of the categories of documents that are held by it or under its control;
- (vii) The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the

purpose of its advise, and as to whether meetings of those boards, councils, committees of such meetings are accessible for public;

- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed;

Section 4 b (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to Lady Irwin College.

## **LADY IRWIN COLLEGE INFORMATION HANDBOOK, JANUARY 2018**

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

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

Lady Irwin College is a constituent college for women, in University of Delhi, under the memorandum of Association of The Lady Irwin College Society vide Regd. Society Registration Act 1860 (Punjab Amdmt.) 1957 Registration No.4163 1969-70) & maintained by the Governing Body & UGC Grants.

## **Objectives**

- Lady Irwin College offers undergraduate and postgraduate education in Home Science in accordance with University of Delhi curriculum. It also B.Sc. (Hons.) Food Technology It also supports doctoral programs in five areas of Home Science. Other programmes are B.Ed. (for students of Home Science), B.Ed Special Education(MR)(For students from all streams) and Postgraduate Diploma in Dietetics & Public Health Nutrition.
- It aims for holistic development of women students, and their capacity building through carefully designed academic programmes and extramural activities.

## **Vision Statement**

The Lady Irwin College aphorism is VIDYA HI SEWA. The teaching learning transactions true to the motto Endeavour to inculcate a sense of knowledge to serve through carefully designed outreach experiences.

The College has always provided leadership support to other institutions in the nation in teaching, research and extension in Home Science, both at central universities and Home Science colleges with agricultural institutions.

Lady Irwin College has celebrated 85 years in 2017. The education in this college aims towards capacity building for entrepreneurship, improved quality of life and overall development of the students. It is a nodal and template institution for Home Science education in the country.

The disciplines in the college are artistic, creative, culturally rooted and contemporary. The programmes are scientifically planned which include education in textile technology, food processing, metabolism, environment, sustainable technologies, food safety, health and disease and human development. The focus of college is to have holistic education for the all round development of the students.

High standard of education is maintained in pedagogical strategies and course structuring by the faculty members. The curriculum is internationally competitive. The college hopes to improve the talent and nurture creativity among its students for playing positive role in the society.

## **Brief history**

From a modest beginning with 11 students in 1932, Lady Irwin College has provided higher education for generations of women. Well into the eighth decade, the college now has over 1500 students on its rolls every year. From the initial teaching of a Certificate Course in Home Science, the courses have multiplied, keeping in tune with the times and the changing trends in higher education.

The college has an illustrious ancestry. It was established under the patronage of Lady Dorothy Irwin, by men and women concerned with national issues and the education of women. Among them were the Maharanis of Baroda and Bhopal, Sarojini Naidu, Rajkumari Amrit Kaur, Annie Besant, Kamala Devi Chattopadhyay, Margaret Cousins and Sir Ganga Ram Kaula to name a few. The college has been a template for over 200 colleges and schools offering the discipline of Home Science in India and neighboring countries, providing guidance in development of curricula, programmes and infrastructure.

The buildings of the college campus have been classified and protected as heritage sites. The college was run under the aegis of All India Women's Education Fund Association till 1950. It was then affiliated to the University of Delhi and a B.Sc. Home Science degree course was introduced. The college started receiving financial assistance from the University Grants Commission and is continuing to do so. In 1969, the Lady Irwin College Society (Regd.) was established, commensurate with the requirements of Delhi University to serve as the Governing Body of the college.

Over the years, the college has added bachelor's, master's PG Diploma and doctoral degrees, and facilities for community outreach programmes, inter-college and international exchanges and networking, workshops and seminars, public events, sports and recreation. Since its inception, the staff and students of the college provide research advice and community extension services in nutrition, resource management, human development, and textiles and clothing.

Today Lady Irwin College, a constituent college of Delhi University, has programmes leading to bachelor's degrees in Home Science, Pass and Honours, B.Sc. (Hons.) Food Technology, Master's degrees in **five areas** - Food and Nutrition, Human Development & Childhood Studies, Fabric and Apparel Science, Development Communication & Extension, and Resource Management & Design Application. A Post Graduate Diploma in Dietetics and Public Health Nutrition and bachelor's degrees in

Education and Special Education (MR) are also offered. The college has on its rolls doctoral students in all specializations of Home Science.

The college has two prestigious programs:

- (i) Raj Kumari Amrit Kaur Child Study Center- Houses play school, Crèche, Early intervention center in disabilities and daycare.
- (ii) Computer Resource Center (CRC) acts as a nodal centre to support all digital needs of the college. It offers technical and academic assistance to students, faculty and non-teaching staff

Over the last three years, the physical infrastructure of the college building designed by the famous architect, Sir Walter George, has been refreshed to return to the traditional appearance along with modern facilities. The Delhi Government now recognizes the college building among the several heritage sites in Delhi, and has supported its repair and restoration. Some of the structures such as Hannah Sen Cottage, UG Hostel, College Library and Director's Bungalow are more than 75 years old.

The College has highly qualified teaching faculty, many of whom have received national and international recognition for their teaching, research and publications. The teachers also serve as consultants and resource persons for important governmental and voluntary agencies, as well as for universities all over the country and abroad. Teachers are also invited to lead research project in their areas of specialization for institutions like UGC, Government department, National and International agencies.

On its campus the college has programmes for the care and education of young children as well as children with disability. These programmes also function as laboratory pre-school and childcare centres and are an adjunct of the department of Human Development and Childhood Studies. The college has well equipped laboratories and classrooms and library with about 55,000 books and periodicals. The college has experimental horticulture fields, play courts and other sports facilities

Perhaps the most accurate marker of the success of an academic institution is its alumnae. Graduates of Lady Irwin College occupy top executive positions in national organizations such as the Planning Commission and in international organizations like UNDP. Many are deans of college, eminent teachers and principals of schools.

The College is ideally situated in the cultural hub of Delhi. Art galleries, museums, exhibition grounds, theatre, music and dance facilities are accessible within a radius of a kilometre. It is well connected by Metro.

### **Duties of the College:**

- It resides Department of Home Science, University of Delhi.
- Organizing and implementing teaching and examinations for award of Bachelor of Home Science, B.Sc. (Hons.) Food Technology Master of Five Home Science specializations and their Ph.D., B.Ed. and B.Ed. Special Education (MR) and Postgraduate Diploma in Dietetics & Public Health Nutrition in accordance with the University of Delhi curricula.
- Live laboratory on Care of Children.
- Providing opportunities for holistic development of women students.
- Providing efficient management for students in Residence.
- Providing logistic support to government projects and programs.
- Conduct ethical research and human studies.

### **Main activities/functions of the College include:**

- Conducting teaching for students enrolled in various degree programmes approved by the University of Delhi.
- Designing and conducting Add-on courses for value addition; these include certificate courses, Study Abroad Program.
- Providing co-curricular activities, namely, sports, NCC and NSS.
- Providing opportunities for extra-curricular activities such as fashion show, street play, dramatics, debating, music, dance, quiz, fine arts etc..
- Instituting awards, scholarship, fellowship and financial assistance to students.
- Providing opportunities to faculty for professional development and undertaking research projects.
- Providing and maintaining adequate infrastructure including building, library, laboratories, equipments, computer center, canteen, sports and recreational facilities.
- Providing and maintaining residential facilities for students, faculty and non-teaching staff.

### **Organization and Administrative Machinery:**

1. A Governing Body, is approved by Delhi University to administer the affairs of the college, as follows:
  - 10 members nominated by AIWEFA (Trust)

- 2 Delhi University representatives
  - 2 College teachers' representatives
  - 1 non-teaching nominee (invited)
  - Principal/Director (Member Secretary of Governing Body). According to Lady Irwin College Society the Principal is called Director.
2. Director. The Governing Body appoints a full time principal on the recommendations of the Selection Committee appointed for the purpose, with the approval of the Executive Council.
  3. Vice-Principal appointed by College Governing Body.
  4. Bursar appointed by College Governing Body.
  5. Teaching staff and librarian, appointed by a duly constituted Selection Commission.
  6. Non-teaching staff appointed by a duly constituted Selection Committee.
  7. Each department has a teacher in charge, appointed by seniority, for a term of three years.
  8. The college has a staff council that operates in accordance with ordinance XX 6-A.

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

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

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

Public involvement in the administration of the college is through nomination of people from various walks of public life on its Governing Body. People from public life are invited to the college to contribute towards the teaching and cultural experience in their relevant fields of specialization. Parent for NAAC feedback form. They also represent in Institutional Ethics Committee.

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

Management of the various activities of the college are supervised by the Governing Body and through the designated authorities and procedure. Monitoring of the affairs of the college is through the Governing Body, UGC and University of Delhi, Admission Grievance Committee (3 members), Nodal Officer for Public Grievance and PIO: Dr. Kiran Kapoor.



## **Address of the College**

Office of the Director, Lady Irwin College, Sikandra Road, Delhi 110001.

## **Working hours of the College:**

- Office: 9:30 a.m. to 6.00 p.m. (Monday to Friday)
- Teaching: 9.00 a.m. to 5.00 p.m. (Monday to Saturday in accordance to the time-table). One hour period (since 2015)

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

### **Powers and duties of the officers and employees:**

- The Director is the principal academic and executive officer of the college. She is responsible for appropriate administration, organization, instruction and management of affairs of the college, as stipulated in University Calendar Ordinance XX.
- Powers and duties of other authorities and employees are also as stated in the University Calendar.

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

### **Procedure followed to take a decision on various matters:**

- 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.

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

### **Norms set by the college for the discharge of its functions:**

Norms and standards 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 instruction, education and examination of the college and other academic matters. Staff Council Committees have been listed in section 4 (1) (b) (viii).

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

### **Rules, regulations and instructions used:**

- Statutes of the college as contemplated under Ordinance XX University Maintained Colleges.
- Regulations/instructions for admission regarding all the courses (under-graduate/postgraduate) in accordance with University of Delhi notification.
- University Non-teaching Employees (Terms & Conditions of Service) Rules, 1971
- Various rules/instructions concerning personnel management for the teaching and non-teaching staff working in the college.
- Fundamental Rules and Supplementary Rules of Government of India except where the university has its own provisions with regard to teaching and non-teaching staff.

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

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

- College Prospectus
- Information Handbook under RTI Act 2005
- Hostel- Bulletin of Information
- Director's Annual Report
- Internal Assessment and attendance record of students
- Advertisement

### **II These are available on the website: [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)**

- Faculty profile
- Forthcoming events
- Facilities and services
- Projects of the college

### **III Official document are maintained for**

- Minutes of the Governing Body
- Audit Reports
- Certified Annual Accounts
- University of Delhi, Calendar-Volume I dealing with statutory provisions.
- University of Delhi, Calendar- Volume II dealing with various courses.

These are available in printed form from the University of Delhi.

Note: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of the college until these are printed, will remain confidential and not available in the public domain.

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

##### **Mode of public participation:**

Various statutory bodies of the College Governing Body comprise of eminent people from society and representatives of public who directly participate in the affairs of the College. The College Governing Body has following representative from the public.

- Ten persons nominated by the AIWEFA to the College Governing Body from the various fields of public.
- The Internal Complaint Committee has representatives from the public.
- Institutional Ethics Committee has representations from public.

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

##### **Councils, Committees, Faculties, Departments, etc. under the College:**

- The College Governing Body as per University Calendar Ordinance XX.
- Staff Council as per University Calendar Ordinance XX.
- Staff Council Committees.
- Purchase Committee
- Building and Maintenance Committee
- Internal Complaint Committee
- Grievance Committee
- Allotment Committee (Staff Quarters)
- Admission Committee (1) Undergraduate (2) Postgraduate
- Joint Consultative Committee (students)
- Hostel Committee
- Six Postgraduate Departments : Teacher In-charges by seniority (tenure 3 yr by rotation).

#### **STAFF COUNCIL COMMITTEES (JANUARY 2018)**

##### **Director ex-officio Chairperson of all Committees**

JOINT CONSULTATIVE COMMITTEE (JCC)  
EXECUTIVE COMMITTEE

TIME-TABLE COMMITTEE & SPACE ALLOCATION COMMITTEE  
ATTENDANCE COMMITTEE  
ACADEMIC COMMITTEE & IQAR  
PROVIDENT FUND COMMITTEE  
FINANCE COMMITTEE  
INTERNAL COMPLAINTS COMMITTEE (CCC)  
LIBRARY ADVISORY COMMITTEE  
GARDEN COMMITTEE  
CO-CURRICULAR COMMITTEE  
ORIENTATION COMMITTEE  
PUBLICITY COMMITTEE  
COMMITTEE FOR CBCS COURSES (UG/PG)  
UG ADMISSION COMMITTEE  
PG ADMISSION COMMITTEE  
BUILDING AND MAINTENANCE COMMITTEE  
CALENDAR COMMITTEE  
CANTEEN COMMITTEE  
HOSTEL COMMITTEE  
PROSPECTUS COMMITTEE  
SECTION COMMITTEE  
FACULTY HOUSING COMMITTEE  
PLACEMENT CELL  
PRIZES & SCHOLARSHIP  
PURCHASE COMMITTEE  
EDITORIAL COMMITTEE  
ROYALTY COMMITTEE  
EXAMINATION COMMITTEE  
INTERNAL ASSESSMENT COMMITTEE  
STUDENT ADMISSION GRIEVANCE COMMITTEE  
ANTI-RAGGING COMMITTEE  
ANTI-SMOKING COMMITTEE

**The composition of Internal Complaints Committee is as per UGC/Delhi University rules.**

It has many members. Students and staff can contact following members in the college:

- Dr. Asha Chandra (Chairperson)
- Ms. Bulbul Das
- Dr. T.G. Rupa (Students Staff Advisor)
- Dr. Lalita Verma (Hostel Warden)
- Ms. Anjana Kumari (SC/ST /OBC observer)
- Representatives non-teaching staff
- Student representative (invited)

**Section 4(1)(b)(ix)****Directory of officers and employees:**

LIST OF PERMANENT TEACHING STAFF AS ON 1.1.2018

<b>Sl. No.</b>	<b>N A M E</b>	<b>Designation</b>	<b>DEPTT.</b>
1.	Anupa Siddhu, Dr.	Director	Office /FN
2.	Bhanumathi Sharma, Dr.	Associate Prof.	HDCS
3.	Usha Sharma, Dr.	Associate Prof.	Phy. Education
4.	Sushma Goel, Dr.	Associate Prof.	RMDA
5.	Archna Kumar, Dr.	Associate Prof.	DCE
6.	Vinita Bhargava, Dr.	Associate Prof.	HDCS
7.	Sudha Sachdeva, Ms.	Assistant Prof.	DCE
8.	Shraddha Kapoor, Dr.	Associate Prof.	HDCS
9.	Renu Malaviya, Dr.	Associate Prof.	Education
10.	Renuka Gupta, Dr.	Associate Prof.	Zoology
11.	Sangeeta Goomer, Dr.	Associate Prof.	FN
12.	Simmi Bhagat, Dr.	Associate Prof.	FAS
13.	Bhawana Chanana, Dr.	Associate Prof.	FAS
14.	Seema Sekhri, Dr.	Associate Prof.	FAS
15.	Ritu Mathur, Dr.	Associate Prof.	FAS
16.	Ravinder Chadha, Dr.	Associate Prof.	FN
17.	Priti Joshi, Dr.	Associate Prof.	HDCS
18.	Meenakshi Mittal, Dr.	Associate Prof.	RMDA
19.	Sarita Anand, Dr.	Associate Prof.	DCE

20.	Mani Bhasin Kalra, Dr.	Associate Prof.	Education
21.	Neena Bhatia Kaul, Dr.	Associate Prof.	FN
22.	Deepali Rastogi, Dr.	Associate Prof.	FAS
23.	Sabina Sethi, Dr.	Associate Prof.	FAS
24.	Aparna Khanna, Dr.	Assistant Prof.	DCE
25.	Madhuri G Nigam, Ms.	Assistant Prof.	FAS
26.	Puja Gupta, Dr.	Assistant Prof.	RMDA
27.	Manisha Sabharwal, Dr.	Assistant Prof.	FN
28.	Pulkit Mathur, Dr.	Assistant Prof.	FN
29.	Rupa Upadhyay, Dr.	Assistant Prof.	Botany
30.	T G Rupa, Dr.	Assistant Prof.	RMDA
31.	Pooja Raizada, Dr.	Assistant Prof.	FN
32.	Punya Pillai, Dr.	Assistant Prof.	HDCS
33.	Ruchira Agarwal, Ms.	Assistant Prof.	FAS
34.	Lalita Verma, Dr.	Assistant Prof.	FN
35.	Anjana Kumari, Ms.	Assistant Prof.	FN
36.	Prachi Mishra, Ms.	Assistant Prof.	FN
37.	Savita Sagar, Ms.	Assistant Prof.	HDCS
38.	Indra Chander, Dr.	Assistant Prof.	HDCS
39.	Vibha Yadav, Ms.	Assistant Prof.	FAS
40.	Shanta Rani Tirkey, Dr.	Assistant Prof.	RMDA
41.	Priti Rishi Lal, Dr.	Assistant Prof.	FN
42.	Dolly Florence M., Dr.	Assistant Prof.	HDCS

43.	Neelima Asthana, Dr.	Assistant Prof.	Education
44.	Richa Mehta, Dr.	Assistant Prof.	Education
45.	Subhash Chander, Dr.	Assistant Prof.	Education
46.	Shubhanku Kochar, Dr.	Assistant Prof.	English (on lien)

**Abbreviations:**

**FN** – Food & Nutrition

**HDCS** – Human Development & Childhood Studies

**RMDA** – Resource Management & Design Application

**FAS** – Fabric & Apparel Science

**DCE** – Development in Communication & Extension

**LIST OF NON-TEACHING STAFF AS ON JANUARY 2018**

<b>S. NO</b>	<b>NAME</b>	<b>DESIGNATION</b>
<b>OFFICE STAFF</b>		
1.	Vijay Ram	Administrative Officer (A.O)
2.	Ashok Kumar Kohli	SPA
3.	Balram Gupta	S.O. Admin
4.	Satyapal Singh	S.O. Accounts
5.	Kalam Singh Gosain	Asstt.
6.	Seema Das	Asstt.
7.	Mangal Singh	Jr. Asstt. Typist
8.	Himanshu Singh	Jr. Asstt. Typist
<b>LIBRARY STAFF</b>		
1.	Vandana Goel	Prof. Asstt.
2.	Ms. Neha Singhal	Prof. Asstt.

3.	Anju Arora	S P A
4.	Madan Singh Mehra	S P A
5.	Shiv Ratan	Lib. Attendant
6.	Ramesh Singh Mehra	Lib. Attendant
7.	Asha Rani Dhingra	Lib. Attendant
8.	Narain Singh Bisht	Lib. Attendant
9.	Kamal Singh Giri	Lib. Attendant
10.	Jyoti Prakash	Lib. Attendant
11.	Manish Yadav	Lib. Attendant
<b>TECHNICAL STAFF</b>		
1.	Amit Kumar Meena	Sr. Tech. Asst. (Computer)
2.	B. D. Pant	Tech. Asstt. (FAS)
3.	Vacant	Tech. Asstt. (DCE)
4.	Vacant	Tech. Asstt.(FN)
5.	Vacant	Tech. Asstt. (RMDA)
6.	Vacant	Tech. Asstt. (HDCS)
<b>LABORATORY ASSISTANTS</b>		
1.	Rakesh Dogra	
2.	Rajpal Singh	
3.	Jaswant Singh	
4.	Jaspal Kaur	
5.	Vinod Kumar Dabas	
6.	S L Saini	



7.	Jagdish Singh
8.	Mohan Singh Rana
9.	U C Kandpal
10.	Chander Singh Gosain
11.	Giri Raj Dogra
12.	Rajender
13.	Sanjay Kanojia
14.	K P Katwal
15.	Devender Sharma
16.	Jeewan Singh Mehra
17.	Madho Singh
18.	Anita Chauhan
19.	Pratap Chand Bhamoria
20.	Sube Ram
21.	Inderjeet Kaur
22.	Naresh Kumar
23.	Vijay Kumar S/O Amar Singh
24.	Dharmender Kumar Singh
25.	Bhajan Singh
26.	Dhrup Singh
27.	Raja Ram
28.	Ravinder Kumar
29.	Sonu Kumar Sah
30.	Nabi Iqbal

31.	Kalam Singh Rawat
32.	Vijay Kumar Singh S/O Ramlayak Singh
33.	Mahavir Prasad Bhatt
34.	Khushi Ram
35.	Vinod Prasad Bhatt
36.	Lakshmi Rawat
37.	Jai Kishan
38.	Manju Sharma
39.	Kapileshwar Sah
40.	Ved Prakash
41.	Yogesh Dutt
42.	Sushil Kumar
43.	Devi Lal
44.	Vikas Kumar
45.	Shamshad Begum
<b>LABORATORY ATTENDANTS/ MTS (Lab.)</b>	
1.	Madan Kumar
2.	Matbar Singh Rana
3.	Surma Devi
4.	Sangeeta
5.	Dimple Rani
6.	Usha Devi
7.	Anuradha Sharma

8.	Sudesh Kumari
9.	Naveen Singh
10.	Vinod Kumar Singh
11.	Dharmesh
12.	Sita Ram Bhatt
13.	Reena Sejith nee Krishnan
14.	Sunil Kumar
15.	Ved Prakash Maurya
16.	Bal Kishan
17.	Dinesh Kumar
18.	Vinod Kumar Sisodiya
19.	Nishant Singh
20.	Sandhya Kumari
21.	Ravinder Sah
22.	Felina Nemnei Haokip
23.	Mohd. Amir
24.	Dhirender Kumar
25.	Mohd. Irfan
26.	Gundeep Kaur
27.	Abid Hussain
28.	Raj Aryan
29.	Punish Kumar Gupta
30.	Sumit K Verma
31.	Varun Kumar Sharma

32.	Ankush Sharma	
33.	Ashish Verma	
34.	Chander Prakash	
35.	Kamal Kishore	
36.	Shiv Prasad	
<b>CLASS IV</b>		
1.	Alma	Office Attendant
<b>SAFAI KARAMCHARIS</b>		
1.	Rohtas	
2.	Rajeev Kumar	
3.	Anil Kumar	
<b>DRIVER</b>		
1.	Naveen Singh	
<b>CHOWKIDARS</b>		
1.	Bhupal Singh	
2.	Mohan Lal	
3.	Danniel Massih	
4.	Mahipal Singh	
5.	Yashoda Devi	
6.	Ramdhan	
7.	George Massih	

<b>MALIS</b>		
1	Sudershan	
2	Ram Dass	
3	Bindra Prasad	
4	Om Prakash	
5	Mohammad Yaseen	
6	Ramesh Kumar	
7	Suresh Kumar	
<b>HOSTEL KARAMCHARIS</b>		
1.	Gore Lal	Cook
2.	Purshottam	Cook
3.	Surat Mani	Cook
4.	Suresh Bhatt	Bearer
5.	Banwari Lal	Bearer
6.	Vijay Singh	Bearer
7.	Makan Singh	Bearer
8.	Vinod Prasad	Bearer
9.	Ram Kewal	Bearer
10.	Vijender Singh	Bearer
11.	Manju Chauhan	Bearer
12.	Dabal Singh	Bearer
13.	Munish Kumar	Safai Karamchari
14.	Mahesh Chand	Chowkidar
15.	Madhu Kumari	Hostel Clerk

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

#### **Monthly remuneration received by each of its employee:**

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the college.
- Certain facilities are outsourced as per UGC and D.U. guidelines.

#### **Monthly remuneration received by each of its employee**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University of Delhi.

<b>S.No</b>	<b>Pay Band+ Grade Pay</b>	<b>Posts</b>
1.	37400-67000+10,000	Principal
2.	37400-67000+9000	Associate Professor
3.	15600-39100+6000	Assistant Professor, Librarian
4.	15600-39100+5400	Administration Officer
5.	9300-34800+4600	Section Officer, Sr. P.A
6.	9300+34800+4200	Prof. Assistant
7.	9300+34800+4200	Sr. Assistant/ Sr. T.A. (Computer)
8.	5200-20,200+2800	Semi-Prof. Assistant
9.	5200-20,200+2400	Assistant
10.	5200-20,000+1900	Jr. Assistant (JACT)
11.	5200-20,000+1800	Library Attendant
12.	5200-20,200+1800	Office Attendant

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

#### **Budget allocated to each agency:**

- The budget and the financial estimates are as approved by the Governing Body and presented before the University/ University Grants Commission.
- Certain facilities are \* as per UGC and DU guidelines.

### **Income & expenditure Statement (as on September 2016)**

<b>Income</b>	<b>Rs. in Lakh</b>	<b>Expenditure</b>	<b>Rs. in Lakh</b>
Grants in Aid :		Salaries & Allowances:	
State Government		Teaching Staff	667.58
UGC	680.00	Other Staff	345.97
Other Agencies			
<b>Total</b>	<b>680.00</b>	<b>Total</b>	<b>958.50</b>
Donations and Contribution	2.09	Scholarships	0
Fees from Students	12.17	Books & Journals	1.11
Other Sources	11.87	Equipment and Labs	14.68
		Maintenance & Utilities	2.69
		Other Expenses	468.34
Excess of expenses	794.24	Excess of Income	
<b>Total Income</b>	<b>1500.37</b>	<b>Total expenses</b>	<b>1500.37</b>

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

##### **Manner of execution of subsidy programmes:**

- Not applicable to the college.

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

##### **(a) Concessions granted by the college:**

Concessions that are available to various categories of students for admission to various courses are given in the Bulletin of Information.

- 22.5% of the total number of seats is reserved for candidates belonging to SC/ST (15% for SC and 7.5% for ST).

- Not less than 5% of the total number of seats in each of the courses has been reserved to the children/widows/wives of the officers and men of the armed forces including paramilitary personnel, killed/disabled in action or those who died/were disabled on duty. Relaxation to the extent of 5% marks in the aggregate or in the subject, as the case may be is given to determine their eligibility to the concerned courses (except in courses having entrance tests).
- 5% seats are reserved for physically challenged candidates for admission to undergraduate courses.
- 5% seats in the first year of each course in colleges are reserved for foreign students.
- Relaxation to the extent of 5% in the minimum marks is given to the nominees of Nepal Government/Royal government of Bhutan to determine their eligibility for admission to the course concerned.

The reserved category seats are filled by central admission carried out by the Office of the Dean of Students Welfare and Office of the Advisor, Foreign Students as the case may be and college Admission Committee.

- 5% of the total number of seats separately both in Honours and Pass courses (for first year of the under-graduate courses) are offered for admission on the basis of sports and co-curricular distinctions.
- Fee concession are given on providing necessary documents as per rule.
- DU Ward quota is observed as per EC resolution (DU)

**Note:**

1. The above reservations may vary with any decision taken by the University or directions from the Central Government.
2. Details of such concessions are available in the admission brochures at DU website during admission.
3. The UG & PG admission are through DU portal registration. Fee payment in also at DU portal.

**(b) Concessions availed by the college:**

The college avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories as applicable from time to time.



**(c) Financial Assistance to students (2016):**

The college provides financial assistance to needy students. Following is the list of scholarships and assistance given to students in the current session. The Scholarships are given after scrutiny of Scholarship Committee of Staff Council. The prizes are given on merit as detailed below. They were given on Founders' Day March 8, 2017.

**M.Sc. Development Communication and Extension**

<b>S. No</b>	<b>Name of Scholarship</b>	<b>Amt(Rs.)</b>	<b>Student's Name</b>	<b>Year</b>
1.	Leelawati Kapur Memorial Scholarship	6500/-	Pooja Ichplani	M.Sc.(F)
2.	P.L. Seth Memorial Scholarship	4000/-	Neha Hans	M.Sc.(P)
3.	Mohan Devi and Mani Ram Kalra Memorial Scholarship	6000/-	Shashi Bharti	M.Sc.(P)
4.	LIC Faculty Royalty Fund Scholarship	4000/-	Tanvi Gulati	M.Sc.(P)
5.	Student Aid Fund Scholarship	3000/-	Manisha Bagoria	M.Sc.(P)
		3000/-	Sandhya Kumari	M.Sc.(F)
6.	J.N Endlaw Award	8000/-	Umang Chauhan	M.Sc.(P)
7.	Lt. Smt. Kailashwati Khanna Scholarship	6000/-	Shivangi Karmakar	M.Sc.(F)
8.	Lt. Smt. Mahendrawati Scholarship	5000/-	A.Pravin Chanu	M.Sc.(F)
9.	Mohan Devi and Mani Ram Kalra Scholarship	2000/-	Tanvi Nayyar	M.Sc.(P)

**M.Sc. Human Development and Childhood Studies**

<b>S.No</b>	<b>Name of Scholarship</b>	<b>Amt.(Rs.)</b>	<b>Student's Name</b>	<b>Year</b>
1.	Pritam Kaur Scholarship	4250/-	Chanpreet Kaur	M.Sc.(P)
		4250/-	Hema Gurung	M.Sc. (P)
		3000/-	Chuzangliu Pamei	M.Sc.(F)
			Ringamliu Gonmei	M.Sc.(F)

		3000/-		
2.	S. Anandalakshmy Scholarship	4000/-	Vasudha Kapoor	M.Sc.(F)
3.	LIC Faculty Royalty Fund	4000/-	Meenakshi	M.Sc.(P)
4.	Student Aid Fund Scholarship	4000/-	Tithi Bhowmik	M.Sc.(P)
		4000/-	Kanika	M.Sc.(P)
5.	Ms. Damyanti Rani Award	8000/-	Shruti Pokhriyal	Passed out
6.	P.K Majumdar Award	3000/-	Vasudha Kapoor	M.Sc. (F)

### **M.Sc. Fabric and Apparel Science**

<b>S.No</b>	<b>Name of Scholarship</b>	<b>Amt(Rs.)</b>	<b>Student's Name</b>	<b>Year</b>
1.	Joshi Scholarship	8000/-	Priya Grover	M.Sc. (F)
2.	OPG (O.P. Grover) Scholarship	4000/-	Ayushi Jain	M.Sc.(F)
3.	M.C. Nagpal Memorial Scholarship	5000/-	Priya Gautam	M.Sc.(F)
4.	R. D. Sardana Memorial Scholarship	5000/-	Urvashi	M.Sc.(P)
5.	Manjula Gupta Scholarships	8000/-	Radha	M.Sc.(F)
		8000/-	Babita Yadav	M.Sc.(F)
6.	Gulshan Rai Sethi Scholarship	5000/-	Nancy	M.Sc.(F)
7.	Amrit Versha Scholarship	5000/-	Radhna Raheja	M.Sc.(F)
8.	ON Suri Memorial Scholarship	8000/-	Jyoti Kushwaha	M.Sc.(F)
9.	LIC Society Fund Scholarship	4000/-	Nilanjana Rai	M.Sc.(P)
10.	LIC Faculty Royalty Fund Scholarship	4000/-	Khushboo	M.Sc.(P)
11.	Mr. D.N Endlaw Award	8000/-	Priya	M.Sc.(P)
12.	Rotary Education Fund	8000/-	Pooja Bhagat	M.Sc.(F)
		8000/-	Sheetal Singh	M.Sc.(P)
		8000/-	Iffat Khalid	M.Sc.(P)
13.	Ved Prakash Gupta Scholarship	4200/-	Sonakshi Goel	M.Sc.(F)

### M.Sc. Resource Management and Design Application

S.No	Name of Scholarship	Amt(Rs.)	Student's Name	Year
1.	Durga Deulkar Memorial Scholarships	3000/-	Ruby	M.Sc.(F)
		3000/-	Yusra	M.Sc.(P)
2.	Harinder Rajinder Singh Sawhney Scholarship	3000/-	Honey Dayal	M.Sc.(P)
3.	Raushini Deshpande Memorial Scholarship	3000/-	Mitali	M.Sc.(F)
4.	LIC Faculty Royalty Fund Scholarship	4000/-	Ruksaar	M.Sc.(F)
5.	LIC Society Fund Scholarship	4000/-	Anjali Thagela	M.Sc.(P)
6.	Student Aid Fund	2000/-	Rakhi	M.Sc.(P)
		2000/-	Onia	M.Sc.(P)
		2000/-	Pooja Choudhary	M.Sc.(P)
7.	Mrs. Vidya Endlaw Award	8000/-	Ankita Rai	M.Sc.(F)

### PG Diploma in Dietetics and Public Health Nutrition

S.No	Name of Scholarship	Amt(Rs.)	Student's Name	Year
1.	Iqbal Singh Bedi Scholarship	4000/-	Pooja Khatana	DDPHN
2.	Indrawati Pasricha Scholarship & Col. Bhargava Scholarship	3000/-	Pooja Khatana	DDPHN

### M.Sc. Food and Nutrition

S.No	Name of Scholarship	Amt(Rs.)	Student's Name	Year
1.	Sushma Palmer Scholarships	5500/-	Swapna Chatturvedi	Ph.D
		5500/-	Yamini Gusain	M.Sc.(P)
		5500/-	Sattakshi Pandey	M.Sc.(P)
2.	Avtar K. Kaul Scholarships	4000/-	Himanshi Singh	M.Sc.(F)
		4000/-	Gulafashan	M.Sc.(P)

		4000/-	Priyanka Singh	M.Sc.(P)
3.	Kellog's Scholarship	4000/-	Neha Sethi	M.Sc.(F)
4.	Avtar Singh Bedi Scholarship	4000/-	Nisha Sharma	M.Sc. (F)
5.	Suvira Scholarship	4000/-	Anchal Goel	M.Sc. (F)
6.	R.Saroja Scholarship	3000/-	Bhawna	M.Sc. (P)
7.	LIC Faculty Royalty Fund Scholarship	4000/-	Akansha Bhatnagar	M.Sc.(P)
8.	Student Aid Fund Scholarship	2000/- 2000/-	Aparna Singh Manpreet	M.Sc.(P) M.Sc. (F)
9.	Basant Kumar Award	8000/-	Dolly Jain	M.Sc.(F)
10.	Salila Thomas Award	5000/-	Pallavi Sharma	Pass out

### **Bachelor of Education (General and Special Education)**

<b>S.No</b>	<b>Name of Scholarship</b>	<b>Amt(Rs.)</b>	<b>Student's Name</b>	<b>Year</b>
1.	Pushpa Chandhok Memorial Scholarships	3500/- 3500/- 3500/-	Nisha Nileshwari Sumiran	B.Ed. I Year B.Ed. II year B.Ed. I Year
2.	Suman Sachdeva Scholarships	5000/-	Tripti Roy	B.Ed. Spl.Ed. II Year
3.	Santosh Bhasin Memorial Scholarships	4000/-	Indrani Solanki	B.Ed. II Year
4.	B. Tarabai Scholarship & Bina Roy Scholarship	3000/-	Rohina	B.Ed. II Year
5.	Leela Malhotra Scholarship	4000/- 4000/-	Deepa Paiwar Asha	B.Ed. Spl. Ed II Year B.Ed. I Year
6.	LIC Faculty Royalty Fund Scholarships	4000/- 4000/-	Akansha Karla Kamakhya Goswami	B.Ed. Spl. Ed II Year B.Ed. I Year
7.	Student Aid Fund Scholarship	4000/-	Antima	B.Ed. II Year

8.	Sumitra Guru Dutt Scholarship	7000/-	Nisha Jha	B.Ed. II Year
9.	Sumitra Guru Dutt Scholarship	7000/-	Ushna Parveen	B.Ed. II Year
10.	Sumitra Guru Dutt Scholarship	7000/-	Isha Lohia	B.Ed. Spl. Ed. II Year
11.	B.N Aindley Award	4000/- 4000/-	Nisha Jha Saumya Batla	B.Ed. II Year B.Ed. Spl.Ed II Year
12.	Shashi Jay Guglani Award	3500/-	Nisha Jha	B.Ed. I Year

## Scholarships for the Year 2016-17

### Undergraduate

S.No	Name of Scholarship	Amt(Rs.)	Student's Name	Year
1.	Fena Scholarships	4000/- 4000/- 4000/-	Bisma Manisha Meenu Verma	I Hons. Sec.C I Hons. Sec.C II Hons. Sec.D
2.	S. Sampuran Singh Memorial Scholarship	4000/-	Srishti Yadav	III Pass. Sec.E
3.	Dr. Y.P.S Bajaj Memorial Scholarship	4000/-	Sadhna Rajbhar	I Hons. Sec. B
4.	Patney Scholarship	4200/-	Akansha Singh	II Hons.
5.	Ved Lata Sud Memorial Scholarship	4800/-	Jyoti	I Pass Sec. E
6.	Haveli Ram Pasricha Scholarships	4000/- 4000/-	Ifra Tarannum Aditi	I Pass Sec.E B.Tech
7.	Madaan and Manchanda Scholarship	3200/-	Nisha Parveen	III Pass Sec. E
8.	Saria Trust Scholarships	4000/- 4000/- 4000/-	Vanshika Bansal Preeti Paswan Shobha Prabha	III Hons. III Hons. III Hons.
9.	Vidwant Kaur Memorial Scholarship	3000/-	Radha Shukla	I Pass Sec. C
10.	Raj Rani Scholarship	3200/-	Shivani	III Pass Sec. D
11.	Lt. Col. Surinder Kumar Scholarship	5000/-	Komal Rani	II Pass Sec. G
12.	Vaish Associates Advocate Scholarships	3000/- 2500/- 2500/-	Yashika S.Visalini Ananya Vajpeyi	II Hons. III Hons. III Hons.

13.	Maa Saraswati Scholarship	4000/-	Kajal	II Hons.
14.	HDCS Faculty	3000/-	Sakshi Sharma	II Hons.
15.	Smt. Mohan Devi Sethi Memorial Scholarship	5000/-	Pavitra Chaudhary	II Pass Sec. I
16.	Smt. Raj Dulari Suri Memorial Scholarship	5000/-	Parul	II Pass Sec. I
17.	Sunita Bal Krishan Ghai Scholarship	4000/-	Kreety Kumari	II Hons.
18.	Bawa Wadhwa Scholarship	1400/- 1400/- 1400/- 1400/- 1400/-	Deepali Pooja Tripathi Stuti Jain Tanya Jain Twinkle Singhal	II Pass II Pass II Pass II Pass II Pass
19.	Harinder Rajinder Singh Sawhney Scholarship	3000/-	Mansi Gupta	III Hons.
20.	Suniti Devi & Anand Prakash Gupta Scholarships	4500/- 4500/- 4500/-	Zainab Chandni Garima	I Pass Sec.G I Pass Sec. C I Pass Sec. H
21.	Sugita Devi & Brij Bhushan Scholarships	4500/- 4500/- 4500/-	Rozy Kain Meghali Akanksha Sailoni	I Pass Sec. C I Pass Sec. F I Pass Sec. G
22.	Sulbha & Virender Gupta Scholarship	4500/-	Maijvi	I Pass Sec. B
23.	Deeptanshu Vedanta Scholarship	4500/-	Tashi Gupta	II Hons.
24.	Suniti & Purushottam Goyel Scholarship	4500/-	Bhavna	I Pass Sec. H
25.	Veena & Anil Kumar Scholarship	4500/-	Afreen Salmani	I Pass Sec. B
26.	Veena & Anil Kumar Scholarship	3500/-	Akriti Pandey	III Hons
27.	Sumitra Guru Dutt Scholarships	3500/- 3500/-	Poonam Mantasha	II Pass Sec. I II Hons. Sec. D

28	Sumitra Guru Dutt Scholarship	7000/-	Jagruti Jangra	III Hons.
29	LIC Royalty Fund Scholarships	4000/- 4000/- 4000/- 4000/- 4000/- 4000/-	Himanshi Yadav Kiran Farha Priya Arora Ankita Kumari Monica	I Pass Sec. C II Pass Sec.H III Pass Sec.D I Hons. Sec. B II Hons. Sec. B III Hons. Sec. D
30	Rotary Education Fund	10,000/- 5000/-	Nishat Amin Chandra Prabha	III Hons. III Hons.
31	Lt. Sh. Lachhman Das Scholarship	4000/-	Kota Yamini	III Hons.
32	Lt. Sh. Trilok Nath Khanna Scholarship	2000/- 2000/-	Sonali Sakshi Agarwal	III Hons. III Hons.
33	Smt. Chandra Kanta and Sh. Kamal Arora Scholarship	3000/-	Reena	II Hons.
34	World Brotherhood Scholarships	18495/- 12240/-	Yusra Mirza Deepa Kaushik	I Hons. II Pass D
35.	Sheila Gupta Award	4200/-	Ananya Ghosh	III Hons.

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

#### **Information available in electronic form:**

- The college has adopted wide scale computerization of data management in administration account section of the college and hostel. All correspondence is computer generated.
- Information made publically available can be accessed at [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in) ; [www.du.ac.in](http://www.du.ac.in)
- All the information about the college is available on the college website – [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)



- The website is edited from time to time.
- Attendance
- Email reply to FAQ

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

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

- Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the College and Delhi University website [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in); [www.du.ac.in](http://www.du.ac.in) respectively. Some of the publications (College Prospectus) is priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the college website – [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)

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

#### **Public Information Officer:**

- Dr. Sushma Goel, Lady Irwin College, University of Delhi .

#### **Appellate Authority:**

- Dr. Anupa Siddhu, Director, Lady Irwin College, University of Delhi, Delhi.

#### **Other Information**

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

The college website ([www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)), the University of Delhi website ([www.du.ac.in](http://www.du.ac.in)) are the repository of information.

The person seeking of the 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/-). SC/ST 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:-

1. Rs. 2/- per page of A-3 or A-3 size.
2. Actual cost for sizes bigger than A-4 or A-3.
3. In case of printed material, the printed copies could be purchased from the college.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. 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.
6. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.

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