

INFORMATION HANDBOOK Under Right to Information Act 2005

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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). Forease 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 readingroom, 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, May 2022

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 90 years in 2022. 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. Sushma Goel.

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

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

III Official documents 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 year by rotation).

STAFF COUNCIL COMMITTEES (2021-22)

Director ex-officio Chairperson of all Committees

- 1. JOINT CONSULTATIVE COMMITTEE (JCC)**
- 2. EXECUTIVE COMMITTEE**
- 3. TIME-TABLE COMMITTEE & SPACE ALLOCATION COMMITTEE**

4. ATTENDANCE COMMITTEE
5. ACADEMIC COMMITTEE
6. IQAC
7. EXAMINATION COMMITTEE
8. INTERNAL ASSESSMENT COMMITTEE
9. INFORMATION AND COMMUNICATIONS TECHNOLOGY COMMITTEE
10. PURCHASE & FURNITURE COMMITTEE
11. LIBRARY ADVISORY COMMITTEE
12. COMPUTER RESOURCE CENTRE (CRC) & WEBSITE COMMITTEE
13. INTERNAL COMPLAINTS COMMITTEE (ICC)
14. CO-CURRICULAR COMMITTEES
15. UG ADMISSION COMMITTEE
16. PG ADMISSION COMMITTEE
17. SECTION LIST COMMITTEE
18. PROSPECTUS COMMITTEE
19. ORIENTATION COMMITTEE
20. BUILDING AND MAINTENANCE COMMITTEE
21. CALENDAR COMMITTEE
22. PRIZE & SCHOLARSHIP COMMITTEE
23. MERIT CERTIFICATE COMMITTEE & RESULT ANALYSIS
24. CANTEEN COMMITTEE
25. HOSTEL COMMITTEE
26. FACULTY HOUSING COMMITTEE
27. GARDEN COMMITTEE
28. PUBLICITY COMMITTEE
29. PLACEMENT CELL
30. PROVIDENT FUND COMMITTEE
31. ROYALTY COMMITTEE
32. WDC (WOMENS' DEVELOPMENT CELL)
33. EQUAL OPPORTUNITY CELL
34. MEDICAL HELP COMMITTEE
35. INSTITUTIONAL ETHICS COMMITTEE
36. ANTI -RAGGING COMMITTEE

- 37. U. G. ADMISSIONS GRIEVANCE COMMITTEE**
- 38. SC/STCell: (SC/ST Grievance Committee of College)**
- 39. GRIEVANCE COMMITTEE OF COLLEGE**
- 40. LIBRARY AUTOMATION**
- 41. ENTREPRENEURSHIP AND SKILL DEVELOPMENT COMMITTEE**
- 42. COLLEGE RESEARCH COMMITTEE**
- 43. NIRF/ NAAC/AISHE NODAL COMMITTEE**
- 44. MENTORSHIP CO-ORDINATION COMMITTEE**
- 45. CENTRAL TASKFORCE (COVID PROTOCOL)**
- 46. SOCIAL MEDIA COMMITTEE**
- 47. DISASTER MANAGEMENT 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. T. G. RUPA (Chairperson)
- Ms Ruchira Aggarwal (Secretary)
- Ms. Chitra Sarkar (NGO Representative)
- Dr Dolly Florence (Teacher Representative)
- Dr Lalita Verma (SC/ST Observer)
- Ms Sanchita Chauhan (UG Student Representative)
- Ms Ishita Goel (PG Student Representative)
- Ms Rashmi Dhasmana (Research Scholar)
- 2 Non-teaching staff Representatives

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

LIST OF PERMANENT TEACHING STAFF AS ON June 2022

S.NO	Name of the Faculty	Designation	Department
1	DR. ANUPA SIDDHU	Director	FN
2	DR. SUSHMA GOEL	Professor	RMDA
3	DR. ARCHNA KUMAR	Professor	DCE
4	MS. SUDHA SACHDEVA	Associate Professor	DCE
5	DR. SHRADDHA KAPOOR	Professor	HDCS
6	DR. RENU MALAVIYA	Professor	Education
7	DR. SANGEETA GOOMER	Professor	FN
8	DR. SIMMI BHAGAT	Professor	FAS
9	DR. SEEMA SEKHRI	Professor	FAS
10	DR. RITU MATHUR	Professor	FAS
11	DR. RAVINDER CHADHA	Professor	Education
12	DR. PRITI JOSHI	Professor	HDCS
13	DR. MEENAKSHI MITTAL	Professor	RMDA
14	DR. SARITA ANAND	Professor	DCE
15	DR. MANI BHASIN KALRA	Professor	Education
16	DR. NEENA BHATIA KAUL	Professor	FN
17	DR. DEEPALI RASTOGI	Professor	FAS
18	DR SABINA SETHI	Professor	FAS
19	DR. APARNA KHANNA	Professor	DCE
20	Dr. MADHURI G. NIGAM	Associate Professor	FAS

21	DR. PUJA GUPTA	Professor	RMDA
22	DR. MANISHA SABHARWAL	Professor	FN
23	DR. PULKIT MATHUR	Professor	FN
24	DR. RUPA UPADHYAY	Professor	Science
25	DR. T G RUPA	Professor	RMDA
26	DR. POOJA RAIZADA	Associate Professor	FN
27	DR. PUNYA PILLAI	Associate Professor	HDCS
28	MS. RUCHIRA AGGARWAL	Associate Professor	FAS
29	DR. LALITA VERMA	Associate Professor	FN
30	MS. ANJANA KUMARI	Associate Professor	FN
31	Ms. PRACHI MISHRA	Associate Professor	HDCS
32	Ms. SAVITA SAGAR	Associate Professor	HDCS
33	DR. INDRA CHANDER	Associate Professor	HDCS
34	MS. VIBHA YADAV	Associate Professor	FAS
35	DR. SHANTA RANI TIRKEY	Associate Professor	RMDA
36	DR. PRITI RISHI LAL	Professor	FN
37	DR. DOLLY FLORENCE MURMU	Associate Professor	HDCS
38	DR. NEELIMA ASTHANA	Professor	Education
39	DR. RICHA MEHTA	Associate Professor	Education

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 June 2022

S.NO	NAME
	Office Staff
1	Ashok Kumar Kohli
2	Seema Das
3	Mangal Singh Pundir
4	Himanshu Singh
5	Naveen Singh (Driver)
	Library
6	Neha Singhal
7	Shiv Rattan
8	Jyoti Prakash
9	Naryan Singh Bisht
10	Kamal Giri
11	Manish Panwar
	STA Computer
12	Amit Meena
	Laboratory Staff (Technical Assistant)
13	Jaswant Singh Giri
14	Vinod Kumar Dabas
15	Sonu Kumar SAH

	Laboraotry Assistant
16	Mohan Singh Rana
17	Chander singh Gosain
18	Giri Raj Dogra
19	Rajender
20	K P Katwal
21	Sanjay
22	Devendra Sharma
23	Jeewan Singh Mehra
24	Madho Singh
25	Anita Ujjainwal
26	Pratap Chand
27	Inderjeet Kaur
28	Ram Singh Gosain
29	Naresh Kumar
30	Vijay Kumar S/o AS
31	Ravinder Kumar
32	Dharmender Kumar
33	Bhajan Singh
34	Dhrup Singh
35	Raja Ram
36	Shamshad Begum
37	Nabi Iqbal
38	Kalam Singh Rawat
39	Vijay K Singh (RS)
40	Lakshmi Rawat
41	Khushi Ram

42	Sushil Kumar
43	Vinod Prasad Bhatt
44	Manju Sharma
45	Yogesh Dutt
46	Jai Kishan
47	Mahavir Prasad Bhat
48	Vikas Kumar
49	Ved Prakash
50	Kapileshwar Sah
51	Devi Lal
52	Madan Kumar
53	Matbar Singh
54	Sangeeta
55	Dimple Rani
56	Usha Yadav
57	Dharmesh
58	Anuradha Sharma
59	Sudesh Kumari
60	Naveen Singh
61	Sita Ram Bhatt
62	Varun Kumar Sharma
63	Vinod kumar Sisodiya
	Laboraotry Attendant
64	Reena Sajith
65	Ved Prakash Maurya
66	Bal Kishan
67	Dinesh Kumar Raturi

68	Mohammad Amir
69	Ankush Sharma
70	Dhirender Kumar
71	Nishant Singh
72	Sandhya Kumari
73	Mohammad Irfan
74	Ravinder Sah
75	Gundeep Kaur
76	Abid Hussain
77	Raj Aryan
78	Punish Kumar Gupta
79	Feliena Haokip
80	Sumit Kumar Verma
81	Ashish Verma
82	Chander Prakash
83	Kamal Kishore
84	Shiv Prasad
85	Arun Kumar
	Class IV
86	Rajeev Kumar
87	Anil Kumar
88	Mohan Lal
89	Mahipal Singh
90	Ram Dhan
91	George Massih
92	Bindra Prasad
93	Om Prakash

94	Ramesh Kumar
95	Suresh Kumar(Mali)
	CRC
96	Ms. Kusum
97	Mr. Suraj
	Hostel
98	Makan Singh
99	Surat Mani
100	Munish Kumar
101	Mahesh Chand
102	Suresh Bhatt
103	Purushottam (Jr)
104	Banwari Lal
105	Manju Chohan
106	Vijay Singh
107	Ram Kewal
108	Vijender Singh Pundir
109	Vinod Prasad

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.

S.No	Pay Matrix	Posts
1.	144200-218200	Principal
2.	144200-218200	Professor
3.	131400-217100	Associate Professor
4.	57700-182400	Assistant Professor, Librarian
5.	56100-177500	Administration Officer
6.	44900-142400	Section Officer, Sr. P. A
7.	35400-112400	Prof. Assistant
8.	35400-112400	Sr. Assistant/ Sr. T.A. (Computer)
9.	29200-92300	Semi-Prof. Assistant
10.	25500-81100	Assistant
11.	19900-63200	Jr. Assistant (JACT)
12.	18000-56900	Library Attendant
13.	18000-56900	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 (2021-22)

Income	Rs in Lakh	Expenditure	Rs in Lakh
Grant in Aid		Salaries and Allowances	4128.14
State Government			
UGC Grant	4743.77	Total	4128.14
Other Agencies			
Total	4743.77		
		Books and Journals	1.38
Fees from students	12.78	Equipments and Labs	3.59
Management Contribution	9.92	Maintenance and Utilities	57.53
Other Sources	186.57	Other Expenses	7.3
		Excess of Income over Expenditure	755.1
Total Income	4953.04	Total Expenses	4953.04

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 (2020-2021):

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 15, 2022.

Postgraduate Scholarship

M.Sc. Food and Nutrition					
Name of Scholarships	Given Amount (Rs.)	Student Aid (Rs.)	Scholarship Amt. given (Rs.)	Name of Student	Year
Avtar K. Kaul Scholarship	7500		7500	V.Priya	M.Sc. (F)
Kellog's Scholarship	2500	1500	4000	Bhawna Mutreja	M.Sc. (F)
Avtar Singh Bedi Scholarship	2500	1500	4000	Jyoti Kumari	M.Sc. (P)
LIC Faculty Royalty Fund			4000	Mansi Bhatt	M.Sc. (P)
Student Aid Fund		5000	5000	Fatimah Zohra	M.Sc.(F)

M.Sc. Resource Management and Design Application

Name of Scholarships	Given Amount (Rs.)	Student Aid (Rs.)	Scholarship Amt. given (Rs.)	Name of Student	Year
LIC Faculty Royalty Fund			4000	Pinki Gautam	M.Sc.(F)
Student Aid Fund		5000	5000	Komal Kumari	M.Sc.(F)
		5000	5000	Pallavi Dheer	M.Sc.(F)
		5000	5000	Shivani Rani	M.Sc.(F)

M.Sc. Human Development and Childhood Studies

Name of Scholarships	Given Amount (Rs.)	Student Aid (Rs.)	Scholarship Amt. given (Rs.)	Name of Student	Year
Pritam Kaur Scholarship	4000		4000	Kirti Jawla	M.Sc.(F)
	4000		4000	Amita	M.Sc.(F)
LIC Faculty Royalty Fund			4000	Sejal Jaiswal	M.Sc.(P)
Student Aid Fund		5000	5000	Arisha Sajid	M.Sc.(F)
Smt. Sudesh Bhagat Memorial Scholarship	5000		5000	Richa Khulbe	M.Sc.(F)

LIC Faculty Royalty Fund			4000	Deepika Shah	M.Sc.(F)
Student Aid Fund		5000	5000	Rachel Kharsi	M.Sc.(F)

M.Sc. Development Communication Extension

Name of Scholarships	Given Amount (Rs.)	Student Aid (Rs.)	Scholarship Amt. (Rs.)	Name of Student	Year
Mohan Devi and Mani Ram Kalra Memorial Scholarship	5000		5000	Vishakha	MSc(F)
Kanwal Nath Padmajyoti Memorial Scholarship	10000		10000	Anshika Sharma	MSc(F)
LIC Faculty Royalty		5000	5000	Neha Yadav	MSc(F)
Fund Student Aid Fund		5000	5000	Saba Manisha	MSc(F)

PGDDPHN

Name of Scholarships	Given Amount (Rs.)	Student Aid (Rs.)	Scholarship Amt. (Rs.)	Name of Student	Year
Iqbal Singh Bedi Scholarship 2500	2500	1500	4000	Ayushi	PGDDPHN
Student Aid Fund		5000	5000	Priya Eknath Shinde	PGDDPHN

Bachelor of Education (General and Special Education)

Name of Scholarships	Given Amount (Rs.)	Student Aid (Rs.)	Scholarship Amt. (Rs.)	Name of Student	Year
Pushpa Chandhok Memorial Scholarship 6000	6000		6000	Priyanka	B.Ed. Spl. Ed II
Santosh Bhasin Memorial Scholarships	2500	1500	4000	Vandana	B.Ed. II
Leela Malhotra Scholarship	5000		5000	Himanshi Aswal	B.Ed. II
Sumitra Guru Dutt Scholarship	5000		5000	Bhawna	B.Ed. Spl. Ed II
Sumitra Guru Dutt Scholarship	5000		5000	Saloni Aggarwal	B.Ed. II
Sumitra Guru Dutt Scholarship 5000	5000		5000	Sumaiya	B.Ed. II
S.M Sethi and Sushila Sethi Scholarship	5000		5000	Parul Kharb	B.Ed. Spl. Ed II
LIC Faculty Royalty Fund			4000	Purnima Soni	B.Ed. Spl. Ed II
Student Aid Fund		5000	5000	Nabeela Jamal	B.Ed. II

Undergraduate Scholarships 2020-2021

Name of Scholarships	Amount (Rs.)	Student Aid (Rs.)	Scholarship Amt. (Rs.)	Name of Student	Year
Fena Scholarship	2500	1500	4000	Tanu	III Pass
	2500	1500	4000	Komal Pandey	III Pass
	2500	1500	4000	Nikita	III Hons.
S. Sampuran Singh Memorial Scholarship	2500	1500	4000	Mona	III Pass
Dr. Y.P.S Bajaj Memorial Scholarship	2500	1500	4000	Shikha Goswami	III Pass
Patney Scholarship	2650	1350	4000	Ayushi Jha	F. Tech II
Ved Lata Sud Memorial Scholarship	3000	1000	4000	Shehreen	II Pass
Haveli Ram Pasricha Scholarships	2500	1500	4000	Chanchal Sharma	III Hons.
	2500	1500	4000	Ritika Batra	III Pass
Madaan and Manchanda Scholarship	2000	2000	4000	Geeta	III Pass
Maa Saraswati Scholarship	2500	1500	4000	Surbhi Pandey	III Hons.
Suniti Devi & Anand Prakash Gupta Scholarship	5000		5000	Himani	III Pass
Sugita Devi & Brij Bhushan Scholarship	5000		5000	Vanshita	III Hons.
Sulbha & Virender Gupta Scholarship	5000		5000	Nisha	II Pass
Suniti & Purushottam Goyel Scholarship	5000		5000	Radhika Arora	II Pass
Veena & Anil Kumar Scholarship	2500	1500	4000	Sakshi Ravinder	II Pass
	2500	1500	4000	Sumaiya Khanam	F. Tech III
Sumitra Guru Dutt Scholarship	5000		5000	Lhingnunnem Haokip	II Hons.
Sumitra Guru Dutt Scholarship	5000		5000	Sariangla	III Pass
1970 Golden Jubilee B.Sc. Batch Scholarship	20000		20000	Kahkasha Khatoon	II F. Tech
Kalawati Memorial Scholarship	5000		5000	Anushka Shekar	III Pass
Gurdiyal Singh and Satwant Kaur Dua Scholarship	7500		7500	Sandhya	II Hons.
	7500		7500	Juhi Joshi	II Hons.
Gambhir Scholarship	7500		7500	Sonia Khwairakpam	III Hons.
	7500		7500	Swati Saini	F. Tech II
LIC Faculty Royalty Fund			4000	Chanchala Kumari	III Hons.

Student Aid Fund		5000	5000	Jyoti	III Pass
		5000	5000	Khushboo Gupta	III Pass
		5000	5000	Somirin Khashimwo	III Pass
		5000	5000	Akanshi Sharma	III Pass

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 ; www.du.ac.in
- All the information about the college is available on the college website – 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; 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

Section 4(1)(b)(xvi)

Public Information Officer:

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

Appellate Authority:

- Professor (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), the University of Delhi website (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 therequest.

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.